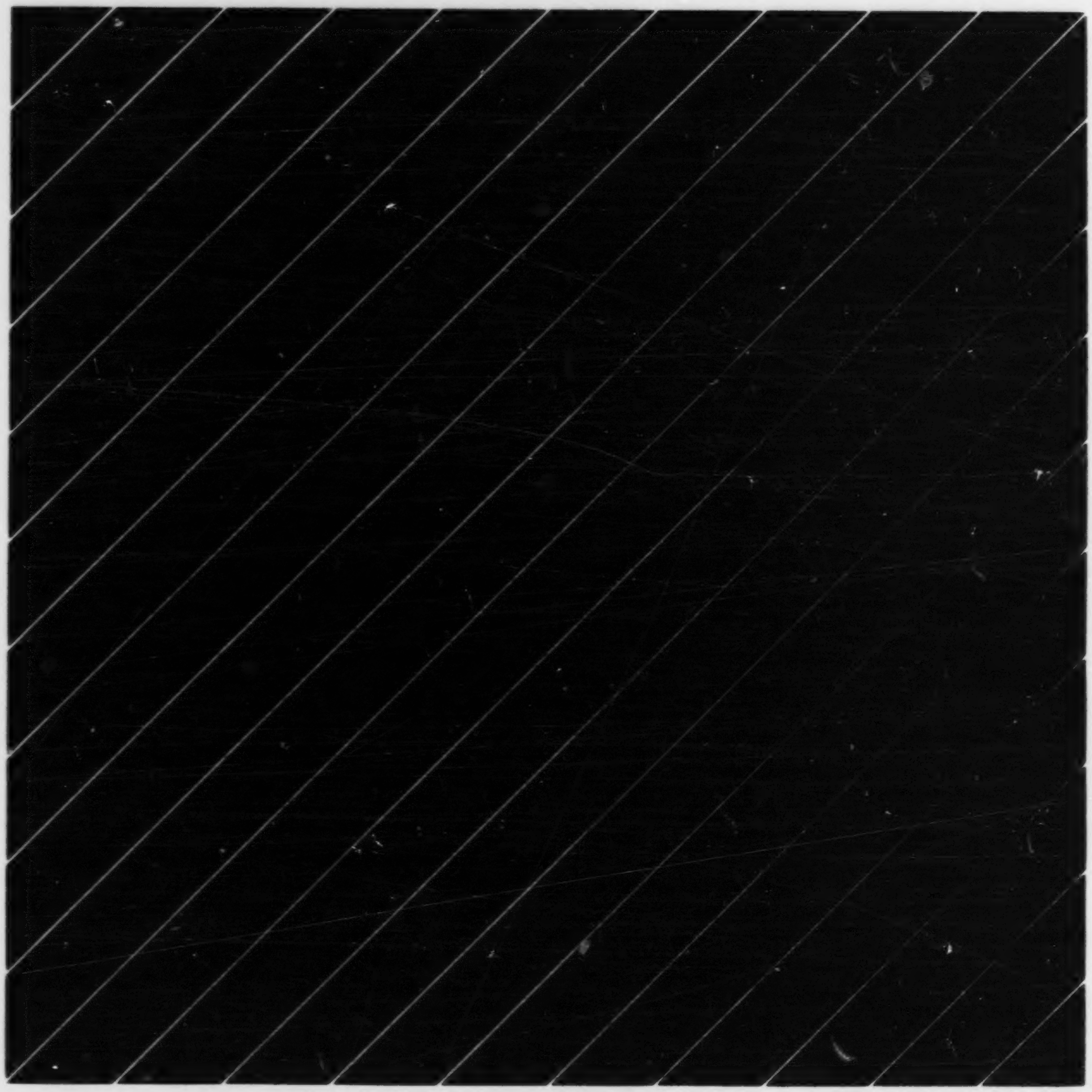
Government of Canada Gouvernement du Canada

Access to Information Act

Access

Register 1983



Canada

CORRECTION

Access Register - 1983

Application Fee

The initial application fee, which must be submitted with your request for information, has now been established at $5. Disregard the two references to a $10 fee which appear on page "i" of the Introduction to the *Access Register*.

Access to Information Request Form

Page 1 of the *Access Register* contains a sample copy of the request form which is now *outdated*. Please do *not* use a copy of this form when applying for information under the *Access to Information Act*. A supply of updated request forms is available at each location to which the *Access Register* has been distributed.

Editorial Update

The text at the beginning of the Introduction to the *Access Register* should be amended to read:

> "The *Access to Information Act*, *proclaimed in 1983*, grants . . .".

The text at the beginning of the introduction to the Personal Information Index publication should be amended similarly to read:

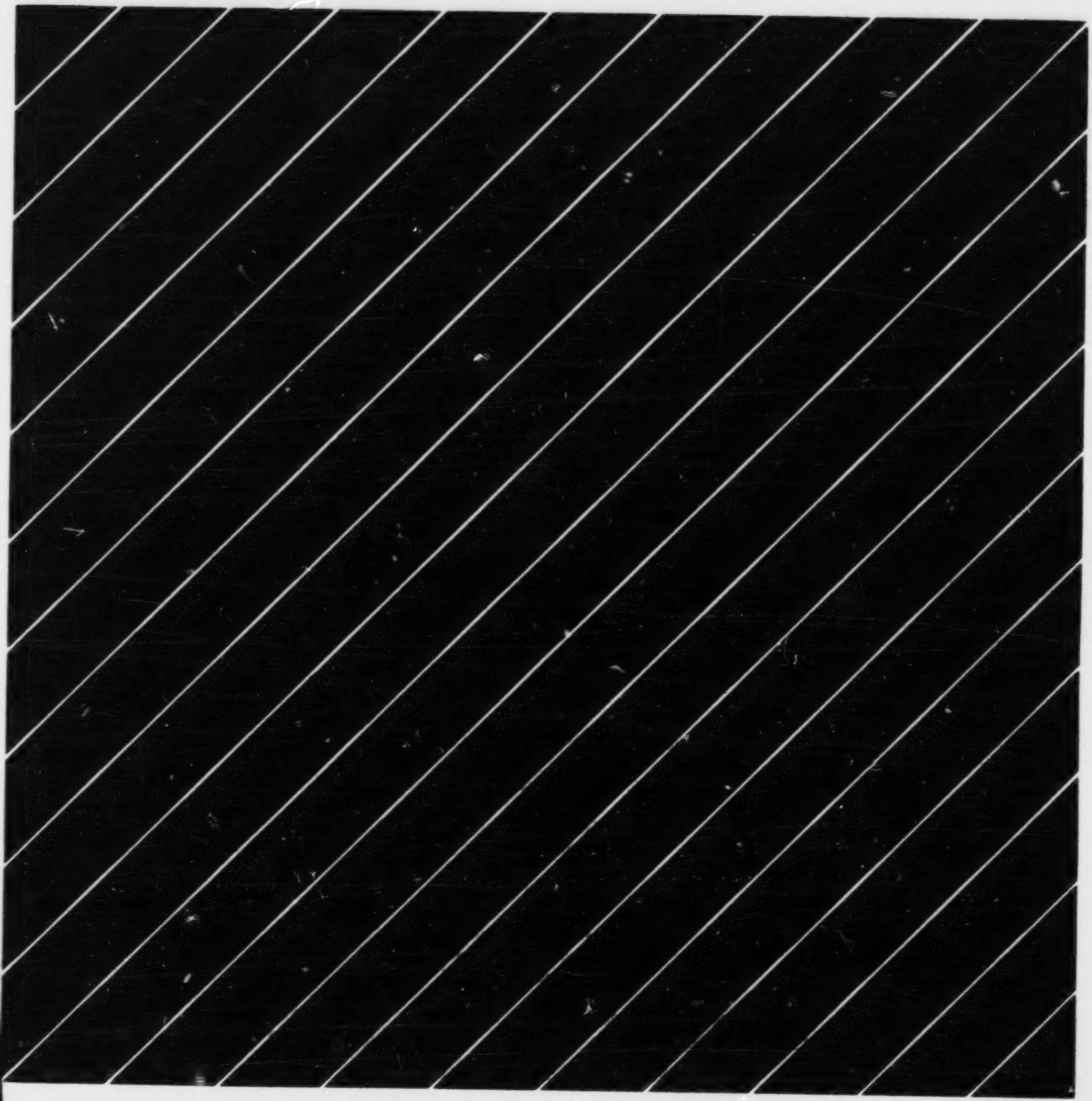
> "The *Privacy Act*, *proclaimed in 1983*, protects the privacy . . .".

Access Register Supplement

The main volume of the *Access Register* will be augmented by a Supplement which will describe the organization, programs and information holdings of government institutions not covered in detail in this volume. These institutions mainly represent regulatory agencies and boards and commissions of the federal government.

Access

Register 1983



Access Register 1983

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Access Register

Preface

The Access Register brings together, for the first time in a single publication, sources of information held by the federal government. It is intended to assist the public in locating sources of government information and provide guidance for individuals making requests for government records under the Access to Information Act.

This new publication represents considerable effort on the part of government institutions which, during the past two years have undertaken a complete inventory of their information holdings. This volume of the Access Register contains full descriptions of all major departments and some smaller institutions. For some institutions, it lists persons to whom inquiries related to the Access to Information Act may be directed. It is expected that complete descriptions of these remaining institutions will be published during the summer of 1983. In addition, the Access Register will be brought up to date twice each year by the Access Bulletin. Material in the Bulletins will be incorporated in the next annual edition of the Access Register.

Subsequent editions will contain improvements both in form and content coverage. Suggestions on how to make the Access Register an even more useful reference tool in locating government information can be sent to the Access to Information Co-ordinator for the appropriate government institution or to the Director of the Task Force on Access to Information and Privacy, Treasury Board Secretariat, 160 Elgin Street, Ottawa, Ontario, K1A 0R5.

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Introduction

The Access to Information Act, proclaimed in April 1983, grants any Canadian citizen or permanent resident of Canada the right to examine or receive copies of records of a federal government institution, except in limited and specific circumstances.

New Rights

Prior to the Act being in place you did not have a right to information contained in most federal government records although you might have been provided with information on a voluntary basis. Now, if you request information and it is not excluded or exempted, the government institution must provide you with access to it. The burden of proving that information is exempt rests with the institution.

When to use the Access to Information Act

You should use the Act to obtain information when you believe the information is contained in government records and is not available to you through other existing information service programs of the federal government. Many government institutions operate extensive information programs across Canada, including libraries, public affairs offices and computer based enquiry systems, whose major purpose is to provide information to the public. These services will continue to operate and do not require the use of the Access to Information Act.

Government Records Covered by the Act

The Act gives you access to information contained in federal government records, regardless of their particular storage medium or physical location. With this definition of record, you may seek access to a wide range of government information including data produced by computer based information systems and material held in different storage media such as audio or visual recordings, micrographic records and magnetic tapes. The Act further provides access to information in the form of manuals which reflect the internal policies, procedures and instructions through which officials administer particular programs and generally conduct government business.

Government Records Not Accessible under the Act

There are two sets of conditions that limit your right to obtain information by using the Act: exemptions and exclusions.

The Act lists a number of exemptions which are intended to provide protection for particular kinds of information, the release of which would cause identifiable harm or would be contrary to the law. Examples of exemptions include information dealing with injury to international relations and defence, or trade secrets.

In addition, certain information is excluded from the scope of the Act. This includes information which is already available to the public such as formally catalogued publications, library or museum material held solely for reference purposes and publicly accessible computer enquiry systems, which are available for free or at costs listed in an existing price schedule. The other exclusion is material which is directly connected with the operations of Cabinet, such as Cabinet documents and minutes or records of decision.

Special Note

Personal Information

You should not use the Access to Information Act to access personal information about yourself which you believe a government institution maintains in a personal information bank. You may access such information using the procedures established by the Privacy Act. Further information concerning your rights under the Privacy Act may be obtained by consulting the government publication *Index of Personal Information.*

How to Use the Access to Information Act

The Access Register publication and Access to Information Request Forms are located in public libraries and government information offices in major population centres across the country and in some 2,000 postal stations in rural areas. The Access Register, to be produced annually with updates twice within each year, describes the organization, program responsibilities, procedures manuals and classes of records for major federal departments and related agencies. Its main purpose is to assist you in identifying precisely which records you wish to see, and to indicate an appropriate official for each institution to whom requests for information should be directed.

If you are unable to consult the Access Register or if you know which records are of interest without consulting the publication you may write directly to the appropriate government institution, enclosing the application fee of $10.00, clearly stating that you are requesting information under the Access to Information Act.

Assistance

You can contact the Access to Information Co-ordinator of the appropriate federal institution, either in person, by telephone, or by letter. Access Co-ordinators for each government institution are listed in the Access Register. The Co-ordinator will assist you, at no charge, in identifying the records you wish to see. If you ask for assistance by letter, include as much information as you can to identify the records you are looking for, and ensure that you provide sufficient information to enable an official to reply, either in writing or by telephone.

Cost

There is a non-refundable application fee of $10.00 which must be submitted with your request. You also have to pay for time in excess of 5 hours spent in processing your request as well as copying costs (if applicable) and computer processing time and related charges (if applicable). If the costs are considerable you will be notified before they are incurred and you may be asked to make a deposit.

Response Time

The government institution has 30 calendar days to respond to your request. If the request is for a large number of records or is complex, the institution may extend the time limit but it must inform you that it has done so.

Complaints/Judicial Review

The government has established the Office of the Information Commissioner to deal with complaints about the operation of the Act. You have the right to complain to the Commissioner if you believe you were wrongly denied access to information or if the response took too long or cost too much. If, after lodging a complaint with the Information Commissioner, you are still unable to get access to the information you want, you may then take your case to the Federal Court.

Complaint Process

There are a number of specific steps that take place in handling a complaint. These are:

- The complainant (or a representative - e.g. a lawyer) makes a complaint in writing to the Information Commissioner(within one year if the complaint relates to an access request).

- The Information Commissioner investigates the complaint using the powers conferred upon the Office by the Act (e.g. power to summon persons, to examine records, etc.). During the investigation the Commissioner must hear representations from any of the parties involved in the complaint including any third party where that person or organization has an interest in the disclosure or restriction of the information.

- If the Commissioner finds that the complaint is justified, a report on the findings of the investigation is prepared along with any appropriate recommendations to the institution. The Commissioner can request that the institution provide notice within a specified time of any action to be taken to implement the recommendations or reasons why it won't be taken. The Commissioner also informs the complainant of the findings, as well as any third parties who may be involved.

Appeal to the Federal Court

If the Commissioner does not find the complaint about the denial of access to a record to be valid and the complainant is dissatisfied with this decision, the case may be taken to the Federal Court within 45 days after receiving the Commissioner's report. The complainant may also take the case to Court if the Commissioner has recommended that the government institution disclose the information and the institution, which is not bound to act according to such recommendations, still refuses.

Responsibilities of Government Institutions

Each institution is responsible for implementing the legislation. This entails establishing and maintaining detailed inventories of their records to assist in the production of the Access Register, designating an officer to act as the Access to Information Co-ordinator, establishing public reading rooms for the review of manuals and other records, and processing access requests. The head of every government institution is required to submit an annual report to Parliament on the administration of the Act. A list of the names and addresses of all institutions and their Access to Information Co-ordinators covered by the Act is available on request from:

Communications Division
Treasury Board of Canada
20th Floor, Place Bell Canada
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 995-6141

Access Register

Purpose and Scope

This publication, to be produced annually with updates twice within each year, describes the organization, program responsibilities, operational manuals and classes of records of the federal government. It represents the first attempt to establish a single reference handbook on Government activities and information sources. The main purpose of the Access Register, which contains information on more than 120 government institutions, is to assist you in identifying precisely which records you may wish to see under the Access to Information Act.

Methodology

In order to restrict the Access Register to a reasonable size, yet provide sufficient detail to assist you in locating records, we have adopted a two-stage approach to describe the programs and records of federal institutions.

- The first stage is the formal Access Register publication which contains summary descriptions of the program activities and the subject content of classes of records for major federal departments and related agencies. For other government institutions an appropriate officer has been identified who can provide further details on programs and classes of records which are of interest to you. In the first edition of the Access Bulletin and in subsequent annual revisions to the Access Register full detailed descriptions will be provided for these institutions. The Register thus represents only the initial finding aid to federal government programs and classes of records.

- The second stage, which will not be published centrally, consists of internal departmental file classification systems and related file indices, library catalogues, information system directories and other internal work instruments which federal institutions maintain to assist in the management and use of their total information resources. You may wish to request access to certain portions of these internal finding aids under the Act in order to further narrow the search for the precise records which you are seeking.

Structure of the Register

The Access Register is organized into 40 chapters, each representing a major federal department or agency and a number of related institutions. The final chapter describes classes of records reflecting administrative activities and responsibilities common to all government institutions relating to housekeeping matters such as personnel, finance, purchasing and property activities and other general internal administrative functions.

For each major chapter in the publication, the following information items are provided:

- Background - A brief statement on the history and development of the institution, including recent program realignments.

- Laws and Regulations - A concise list of the laws and regulations under which the agency operates.

- General Information Services - A brief description of existing information services and products with the institution, including library services, major publications and other information sources.

- Access Procedures - A description of the official contact points (normally the Access to Information Co-ordinator) to which formal requests under the Act should be addressed.

- A description of the organization, program responsibilities, operational manuals and classes of records presented in the following format:

Function

For each organizational unit, a concise description of current tasks and activities carried out by the unit. The titles of organizational units are printed in a type size proportional to their location in the organizational structure of the institution. This format is intended to permit fast browsing by the reader through any given chapter.

Manuals

For each organizational unit and for the whole institution a description of any set of directives, instructions, guidelines or procedures used by employees in administering or carrying out any operational programs of the institution.

Classes of Records

For each organizational unit a description of classes of records, which represent groupings of subject-related files, containing the following elements:

- a unique identification number;
- a brief descriptive title;
- a description field relating the subject matter of the records to the title of the class of records;
- a list of key topics covered by the class of records;
- a statement of particular filing arrangements for material where this will assist those seeking access;
- special access notes, where records only relate to a particular geographic location, a particular industry sector or some other designation.

EDP Systems

Certain departments have provided brief descriptions of major information systems and related data files.

How to Use the Access Register

Please read the full introduction to this publication before searching the entries of particular departments and formulating your access request. It will provide you with an overview of the Access to Information Act and guidance on how to exercise your new rights under the Act.

Notes for the Reader

- The first edition of the Access Register was compiled with a reference date of October 1, 1982. At press date a number of significant pending organizational changes in government institutions had not yet become effective in law (e.g. Industry, Trade and Commerce, External Affairs). These and other changes will be highlighted in the first edition of the Access Bulletin.
- The Access Register is *not* a complete list of all government files; many large departments maintain hundreds of thousands of individual files. The Classes of Records described in the publication represent grouping of subject or program related files.
- Because federal institutions were instructed to describe classes of records based solely on their own internal file systems and indices, the appearance of any topic within each class of records *guarantees* the existence of physical material related to that topic.
- The appropriate officers for each institution to whom access requests should be directed normally appear at the beginning of each chapter under the heading *Access Procedures* or *Access to Information*. If you wish to learn more about information services generally within a government institution, you may contact the *general inquiries* number listed in your local telephone directory.
- If you are uncertain about which government institution holds the particular records which you are accessing, please direct your request to the institution which appears to have direct program responsibility for the area of interest to you. Officials throughout the government have been encouraged to consult extensively with one another and to transfer requests where appropriate to ensure prompt processing of your request.

Government of Canada Gouvernement du Canada

For official use only

ACCESS TO INFORMATION ACT
ACCESS TO INFORMATION REQUEST FORM

This form is required to request *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office.

STEP 1: *Decide exactly what information you want* – You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

STEP 2: *Consult the Access Register* – The Register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: *Ask for assistance if necessary* – If you are able to identify the records you are looking for in the Access Register, contact the Access Coordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Coordinator will assist you in identifying the records.

STEP 4: *Complete the Request Form*, providing as many specific details as you can about the desired records, such as:

- subject, title, author and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: *Send in the completed Request Form with an application fee of* $10.00, payable by money order or cheque to the Receiver General of Canada, to the officer named in the Access Register as the person responsible for that particular class of records. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Institution

Description of Record and Subject Topic of Interest (please be as precise as you can, title, author, date, etc.)

Class of record, number and title (consult Access Register — see step 2)

Method of access preferred

☐ Receive copies ☐ Examine original in government office ☐ Other method (please specify) ____________

Identification of applicant

Name

Street address, apartment	**City or town**

Province, territory or other	**Postal Code**	**Telephone number(s)**

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature ____________ Date ____________

Canadä

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specimen only

Agriculture Canada

Background

In a country such as Canada, the services and programs related to agriculture are many and varied. Special needs arise from the country's size, the variations in climate and in soils, and the federal system, which apportions responsibilities between the federal and provincial governments.

When Agriculture Canada was established in 1867, the year of Confederation, it concentrated first on the most urgent need at the time, which was to control livestock diseases and prevent their entry into Canada. The formation of the Experimental Farms System followed in 1886 as a means of discovering the agricultural possibilities of various regions. A Dairy Commissioner was appointed in 1890, and from that time the Department branched out rapidly to keep pace with the expansion of Canadian agriculture. Its personnel roster has grown from 27 in 1867 to about 10,000 today, and its services derive from 43 Acts of Parliament.

Today, the Department's responsibilities embrace most aspects of the agricultural industry. It carries out research into the physical and economic problems of agriculture, inspects and grades farm products and carries out programs aimed at keeping our crops and livestock safe from disease and insect pests. The Department enforces laws governing the sales of feed, fertilizers and pesticides, and assists farmers through measures such as price stabilization and crop insurance. It also provides consumer-oriented food advisory services and supervises race track betting.

All Canadians - urban and rural - benefit directly or indirectly from the work of the Department.

Legislation

Legislation for which the Minister of Agriculture is solely responsible to Parliament:

- Advance Payments for Crops Act
- Agricultural Products Board Act
- Agricultural Products Co-operative Marketing Act
- Agricultural Products Marketing Act
- Agricultural Stabilization Act
- Animal Disease and Protection Act
- Canadian Dairy Commission Act
- Cheese and Cheese Factory Improvement Act
- Cold Storage Act
- Crop Insurance Act
- Department of Agriculture Act
- Experimental Farm Stations Act
- Farm Credit Act
- Farm Improvement Loans Act
- Farm Products Marketing Agencies Act
- Farm Syndicates Credit Act
- Feeds Act
- Fertilizers Act
- Foot and Mouth Disease, Control and Extirpation Act
- Fruit, Vegetables and Honey Act
- Grain Futures Act
- Hay and Straw Inspection Act
- Humane Slaughter of Food Animals Act
- Inland Water Freight Rates Act
- Livestock and Livestock Products Act
- Livestock Feed Assistance Act
- Livestock Pedigree Act
- Meat and Canned Foods Act
- Meat Inspection Act
- Milk Test Act
- Pest Control Products Act
- Pesticide Residue Compensation Act
- Plant Quarantine Act
- Prairie Farm Assistance Act
- Seeds Act
- Wheat Co-operative Marketing Act

Legislation for which the Minister of Agriculture shares responsibility to Parliament:

- Canada Agricultural Products Standards Act (Minister of Consumer and Corporate Affairs)
- Canada Dairy Products Act (Minister of Consumer and Corporate Affairs)
- Canada Grain Act (Minister of Transport)
- Inspection and Sale Act (Minister of Consumer and Corporate Affairs)
- Maple Products Industry Act (Minister of Consumer and Corporate Affairs)
- Criminal Code, section 188 (Minister of Justice and Attorney General of Canada)
- Western Grain Stabilization Act (Minister of Transport)

Overall Responsibilities

The overall objective of Agriculture Canada is to stimulate the development of the agri-food industry, to provide for a dependable and adequate supply of safe, high-quality, nutritious food for domestic and export trade at reasonable prices to consumers, and to ensure stable and equitable returns to producers and processors. Consequently, the Department is involved in grading and inspection, seed certification, regulations on pesticides and fertilizers, animal disease diagnostic and control programs, race track supervision, market development and forecasts, scientific research, international agricultural liaison and dissemination of information.

Key Contacts

General inquiries
(613) 995-5222

Press
(613) 995-8963

Library
(613) 995-7829

Publications
(613) 995-8963

ATIP Co-ordinator
(613) 995-5118

Legal counsel
(613) 995-4990

Major Publications

Publications are available from Information Services, Agriculture Canada, Ottawa K1A 0C7.

- Policies and Programs for Agriculture - summarizes federal and provincial policies and programs affecting agriculture (Atlantic Provinces, Ontario, Quebec and the Western Provinces)
- Guide to Federal Agricultural Services
- Organization and Activities of Agriculture Canada
- Annual Report 1980-1981
- Free Publications from Agriculture Canada
- Technical Publications and Information from Agriculture Canada
- List of Agriculture Canada Priced Publications

Access Procedures

Within Agriculture Canada, formal access to information and privacy requests are co-ordinated centrally through the Administrative Division in Ottawa. Please forward completed access request forms to:

Access to Information Co-ordinator
Agriculture Canada
Sir John Carling Building
Carling Avenue
Ottawa, Ontario
K1A 0C5
Telephone: (613) 995-5118

Formal access procedures are not meant to discourage or to replace the informal access channels which currently exist at our regional facilities. Departmental establishments, in the form of regional offices, district offices, and research stations, are widely dispersed across the country. Inquiries concerning formal and informal access may be directed to the Access to Information and Privacy Co-ordinator at the above address, or may be addressed to the Regional Administrative Offices at the following:

Regional Administrative Manager
Quebec Region
1254 Bishop Street, 4th Floor
Montreal, P.Q.
H3G 2E3
Telephone: (514) 283-4388

Regional Administrative Manager
Prairies Region
410 - 22nd Street East, Room 230
Saskatoon Square
Saskatoon, Saskatchewan
S7K 5T6
Telephone: (306) 655-5144

Regional Administrative Manager
Ontario Region
5075 Yonge Street, 5th Floor
Willowdale, Ontario
M2N 6C6
Telephone: (416) 226-9262

Regional Administrative Manager
Atlantic Region
Norwich Union Building
100 Cameron Avenue, 2nd Floor
Moncton, N.B.
E1C 5Y6
Telephone: (506) 388-7400

Food Production and Inspection Branch

Health of Animals Directorate

The Directorate administers the Animal Disease and Protection Act. Its purpose is to maintain the country's livestock free from contagious and infectious disease by providing veterinary, regulatory and scientific services in order to increase the knowledge of animal disease, eradicate foreign animal diseases in the event of their entry into Canada and reduce economic loss from diseases.

Manuals

- Manuals of Procedures Relating to the Animal Disease and Protection Act and Regulations

Classes of Records

AGR-10
Pathology Services

Description: Diagnostic service and research activities related to animal diseases and consultation and licensing for use of biologics, veterinary and pest control products. *Topics:* Diseases (agents of disease, transmission to humans, economic loss due to disease); diagnostic activities; diagnostic reagents; registration consulting service; licensing and use of biologics, veterinary and pest control products.

AGR-20
Humane Treatment of Animals

Description: Information on the prevention of stress-related diseases in animals and humane treatment of animals being transported within

Canada or exported from Canada. *Topics:* Inquiries; reports; correspondence; transportation systems; stockyards; ports of entry; code of practice (poultry, veal and swine).

AGR-30
Importation of Animals

Description: Information on the control of animal and bird imports to prevent animal disease from gaining entry into Canada. *Topics:* Veterinary inspection reports; quarantine station activity reports; Australian and European livestock importation programs; imports of game farm and zoological garden animals; imports of pets; feathers; skins and hides and wool; imports of birds; fertilizers; tankage; plant products; insects; others (tropical fish, amphibians, worms).

AGR-40
Export Testing and Certification

Description: Information on the acceptability of Canadian animals and products for export by ensuring their being free of disease or disease-causing agents and by meeting the standards of importing countries. *Topics:* Species of animals; disease and disease-causing agents; import requirements of foreign countries; export testing programs and certification; facilitating export; export of birds; export of poultry; export of plants.

AGR-50
Disease Control

Description: Information on the prevention, control and eradication of communicable and other diseases, and compensation for related losses. *Topics:* Animal Diseases - brucellosis, tuberculosis and other indigenous diseases; foreign animal diseases; reportable diseases of animals and poultry; artificial insemination; veterinary biologics. *Retrievability:* Machine readable records on brucellosis survey arranged by herd at Headquarters; also Herd Serum Banking and Rabies Control.

Food Inspection Directorate

Livestock and Poultry Division

The Division administers the Canadian Agricultural Products Standards Act and the Livestock and Livestock Products Act to ensure national standards for chick and poult production, and poultry and red meat products through a national grading and inspection program.

Manuals

- Meat Grading Manual - guide to beef and its by-products, grading system, and regulations
- Manual of Hatchery Operations - requirements for the registration of new premises, construction and equipment specifications, the survey of supply flocks, and sanitary conditions
- Shell Egg Inspection Manual - detailed guidelines on registration and inspection of egg stations, inspection of eggs, requirements for the packaging of eggs and the labelling of egg containers
- Processed Egg Inspection Manual - guidelines on the registration and inspection of processed egg stations, inspection of processed eggs (frozen, liquid or dried), packaging of processed eggs and labelling of processed egg containers
- Processed Poultry Inspection Manual - guidelines on the registration and inspection of poultry stations and producer premises, inspection of processed poultry, packaging of processed poultry, and labelling of poultry containers

Classes of Records

AGR-60
Product and Registration Standards

Description: Information on standards for processing, grading and marketing of egg and poultry products, red meat, and animal products (furs, wools). *Topics:* Sanitation and building standards; grading standards; poultry packaging and labelling; import and export requirements; animal products (furs and wools); policy development; consultation with industry; hog fat survey, egg quality data, egg solids (machine readable).

AGR-70
Grading and Monitoring

Description: Information on a national program for grading red meats, animal products, poultry and poultry products, and for inspection and registration of hatcheries, egg stations, egg processing and poultry slaughtering plants. *Topics:* Grading red meat; grading poultry and poultry products; egg and poultry processing stations; hatcheries (registration and inspection); laboratory analysis of egg products; training and development; import and export inspection; complaints; enforcement; policy development.

AGR-80
Poultry Testing

Description: Information on economic traits of egg production and chicken meat stocks at the Central Test Stations. *Topics:* Egg production stocks; chicken broiler stocks; feed purchase; sale of eggs; production costs; random sample test results.

Dairy, Fruit and Vegetable Division

The Division is concerned with the establishment, implementation and maintenance of standards concerning the quality, wholesomeness and labelling of fresh and processed fruits and vegetables, dairy products and certain other processed foods (honey and maple syrup).

Manuals

- Canadian Guidelines for Inspection of Dairy Plants - items to be inspected and recommendations
- Dairy Division Laboratory Manual - sampling and preparation of reagents for the testing of cheese, dry milk, evaporated milk and ice cream
- Grading Manual - Dairy Products - objective, purpose, and principles of the grading program; grading of butter, chedder cheese, and dry milk products
- Dairy Division Product Inspection Manual - objective, scope and purpose of product inspection, sampling, detention policy and general procedures; inspection of butter, skim milk powder, cheese, ice cream, and warehouses
- Inspector's Manual - inspection details concerning fresh and processed fruit and vegetables, certification ,fees, detention and release
- Commodity Manual - inspection procedures for fresh products, application of grades and standards

Classes of Records

AGR-90
Grading, Standards and Labelling

Description: Information on grading programs and quality standards, and the design and control of labelling requirements. *Topics:* Standards - dairy, fresh fruit and vegetables, processed fruit and vegetables, honey and maple products; grading of dairy products; monitoring the grading of fruit and vegetable products; label design and approval; packaging; weight and measures; storage; transportation; studies and surveys; policy development; consultation with government and non-government organizations.

AGR-100
Registration, Licensing and Arbitration

Description: Information on the registration of fruit and vegetable processing plants, dairy plants, and fresh produce warehouses; the licensing of dealers and brokers; and the arbitration of disputes. *Topics:* Registration of establishments; suspension or cancellation of registration; list of registered processors; arbitration boards; complaints; policy development.

AGR-110
Import, Export and Inter-provincial Control

Description: Information on the control and regulation of import, export and interprovincial movement of dairy, fresh and processed fruit and vegetable products. *Topics:* Export certification; compliance to import regulations; concessions - processing and packaging; consultations - associations, government agencies (foreign and domestic); statistics; complaints; policy development.

AGR-120
Inspection and Monitoring

Description: Information on the inspection and monitoring of dairy, fruit, vegetable and certain other products, and related establishments. *Topics:* Product inspection; establishment inspection; laboratory analysis; disease monitoring; storage and transportation; certificates of inspection; system auditing; consultation with government and non-government organizations; violations and prosecutions; inspection fees; complaints; compliance; policy development.

Laboratory Services Division

This Division provides analytical testing services to those divisions and agencies of Agriculture Canada engaged in the enforcement of quality-assurance legislation and regulations for foods, feeds, fertilizers, pesticides and seeds.

Manuals

- Journals and manuals of analytical testing procedure
- Journal of the Association of Official Analytical Chemists

Classes of Records

AGR-130
Scientific Analysis

Description: Information on analytical tests to ensure conformity with established quality-assurance standards for certain products and facilities. *Topics:* Requests for analysis; analytical reports; tests results; laboratory certification; sampling programs (quotas); provision standards; consultation with Government and non-government organizations; methods of analysis; statistics. Machine readable (on computer tapes): samples received and reported, tests outstanding and certificates of analysis. *Retrievability:* Files arranged either by laboratory number or by commodity, region, date and type of test.

AGR-140
Analytical Methodology Development

Description: Information on analytical methodologies to support and enhance the quality of scientific analysis provided by the Division. *Topics:* Methodology research proposals; assessment studies; establishment and dissemination of methodology; program review; analytical literature surveys; research reports; publications; laboratory certification verification; investigational sampling requests.

Meat Hygiene Division

The Division administers the Meat Inspection Act and Regulations as well as the Humane Slaughter of Food Animals Act and Regulations to ensure that meat, meat products and meat by-products are wholesome and fit for human consumption, and that the slaughter is carried out in a humane fashion.

Manuals

- Manual of Procedures - procedures for the inspection of registered meat slaughtering and processing plants and storages
- Construction Manual - details the requirements for construction and planning of slaughter-houses and meat-processing installations
- Reference Listing of Registered Establishments - list of registered meat packing establishments
- Reference Listing of Materials and Agents - list of materials, agents, compounds, paints, plant equipment, etc. acceptable for use in registered establishments, including the name and address of manufacturer and the date of acceptance of the product
- List of "Manufacturers and Printers of Packaging Material Authorized to Reproduce the Canada Inspection Legend"
- Meat Inspection Act and Meat Inspection Report - regulations on the inspection of meat and meat products entering international and interprovincial trade

Classes of Records

AGR-150
Inspection and Monitoring

Description: Information on the inspection and monitoring of food animals, meat, meat products and by products, and plant sanitation. *Topics:* Testing - toxicity, residues, contaminants; disease monitoring; complaint investigation; transport sanitation; inspection auditing; surveys; national and domestic inspection - abattoirs, storage and processing facilities; stamping devices; policy development. Special Access Note: Machine readable files - statistics on weekly and monthly poultry kills, disease condemnations and Establishment Review.

AGR-160
Plant Registration

Description: Information on the registration of slaughtering and processing plants. *Topics:* Construction specifications; equipment; use of non-food materials and agents; storage facilities; policy development.

AGR-170
Standards and Labels

Description: Information on the development of and compliance with standards and labels to ensure quality, nutritional value and safety of meat, meat products and by-products. *Topics:* Label review on microfilm; machine readable list of approved Canadian and foreign labels; packaging; food standards - formulas and preparation; additives; policy development.

AGR-180
Export and Import

Description: Information on the certification of Canadian meat products for export to comply with the requirements of foreign countries, and compliance of imported meat, meat products and by-products with Canadian standards. *Topics:* Export certification; foreign requirement review; veterinary audit and registered Canadian facilities; statistics; policy development. Machine readable: List of all approved products for import and export, statistics on the import and export of meat.

Plant Health and Plant Products Directorate

Seed Division

The Division ensures the accurate representation of seed products in the market place and adequate supplies of good quality seed, and facilitates Canadian participation in the trade of seed and plant varieties.

Manuals

- Inspection and Trade Memoranda
- Regulations and Procedures for the Production of Pedigree Seed

Classes of Records

AGR-190
Seed Projects

Description: Information on the characteristics of seed varieties, foreign and domestic movement of seed, and availability of adequate supplies. *Topics:* Seed varieties; importation of seeds; exportation of seeds; statistics; contract multiplication; international liaison. Machine readable: Seed inventory and seed sealing.

AGR-200
Inspection and Enforcement

Description: Information on the inspection and enforcement of standards governing seed quality. *Topics:* Seed inspection; violations and detentions; crop inspection; grading; diseases; seed testing.

AGR-210
Seed Standards

Description: Information on the development of new or amended seed quality standards; also packaging and labelling.

AGR-220
Variety Evaluation and Licensing

Description: Information on the evaluation of new varieties of seeds for the purpose of licensing. *Topics:* Licensing of seeds; list of licensed varieties (machine readable); unlicensed varieties.

Pesticides Division

The Division assures the safety and merit of pest control products through evaluation, registration and compliance programs under the authority of the Pest Control Products Act.

Manuals

- Operating Manual - manual describing the procedures relating to the control of the content, registration, classification, labelling and use of pesticides
- Memoranda to Control Officials - memoranda on current CAPCO (Canadian Association of Pesticide Control Officials) activities, general trade information, terminology, ingredient changes, registration standards

Classes of Records

AGR-230
Registration and Fees

Description: Information on the registration of pesticides under the Pest Control Products Act. *Topics:* Application for registration; specification forms; product labels; ingredient authorizations; registrant correspondence. *Retrievability:* Files arranged by registrant code and registration number.

AGR-240
Ingredients in Pesticides

Description: Information on the evaluation of pesticides to determine whether they will perform as claimed, and safe conditions for their use. *Topics:* Product chemistry; toxicology; metabolism; residues; environmental chemistry and toxicology. Special Access Note: Files arranged by ingredient code.

AGR-250
Inspection and Compliance

Description: Information on the development, implementation and monitoring of a national field compliance program for registered pesticides. *Topics:* Monitoring; investigation; enforcement.

Feed and Fertilizer Division

The Division administers both the Feeds Act and Regulations and the Fertilizer Act and Regulations to ensure that livestock feeds and fertilizers are both safe and efficacious.

Manual

- Inspection and Trade Memoranda - contains content and packaging standards for livestock feed and fertilizer, registration, quality control, and inspection regulations

Classes of Records

AGR-260
Feed Evaluation, Registration and Compliance

Description: Information on pre-sale evaluation of feed, registration of feed, and inspection of feed production and products to ensure compliance with regulatory requirements. *Topics:* Evaluation of feed; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection; feedmill inspection; toxicity, residues and diseases; violations; hay and straw grading. Machine readable: Feed database of registered products and listing of analytical results of feed samples.

AGR-270
Fertilizer Evaluation, Registration and Compliance

Description: Information on pre-sale evaluation and registration of fertilizer, and inspection of fertilizer products to ensure compliance with regulatory requirements. *Topics:* Evaluating fertilizer; approval of single ingredients; correspondence; labelling; certificates of registration; product inspection and grading; toxicity residues and diseases; violations. Machine readable: Listing of analytical results of fertilizer samples, Canadian fertilizer plant statistics and fertilizer database of registered products.

Seed Potato Division

The Division ensures the quality and availability of seed potatoes through inspection, testing and certification of varieties for export and domestic use.

Manuals

- Inspection and Trade Memoranda - contains regulations on quality control, inspection, production and use of seed
- Inspectors' Training Guide - guide to general procedures, identification of plant varieties and diseases

Classes of Records

AGR-280
Inspection, Testing and Certification

Description: Information on the inspection and testing of seed potatoes, and certification for domestic markets. *Topics:* Seed multiplication; seed potato improvement; inspection; enforcement; training programs; storage and transportation; testing (seed lots, field and post-harvest); inventory of varieties; assessment of varieties; complaint investigation (domestic); federal-provincial consultations.

AGR-290
Standards and Specifications

Description: Information on guidelines, specifications and standards on seed potatoes. *Topics:* Standards and labelling; laboratory facilities; transportation; storage; seed potato varieties; policy development.

AGR-300
Import and Export

Description: Information on the control of imports, export certification, and facilitation of seed potato trade. *Topics:* Phytosanitary agreements; facilitation of trade; import standards; export certification; complaint investigation (foreign); evaluation of foreign certification programs.

Plant Quarantine Division

The Division administers the Plant Quarantine Act to protect the country's agricultural and forestry industries from the introduction and spread of foreign plant pests, and to assure that Canadian agricultural and forestry products destined for export comply with the entry requirements of the importing country.

Manuals

- Plant Quarantine Directives
- Plant Quarantine Import Regulations Control Manual
- Bilingual Vocabulary of Ships, Mills, and Elevators
- Ship, Mill and Elevator Inspection Manual - directives to grain inspectors to ensure that grain meets the requirements of the import countries, and that it is free from disease

AGR-310
Import Program

Description: Information on the planning and maintenance of a national program to prevent the introduction and establishment in Canada of foreign plant pests detrimental to the Canadian agricultural and forestry industries. *Topics:* Import permits; port inspection statistics; quarantine and decontamination; importation of agricultural and forest products. Machine readable: Airport inspection.

AGR-320
Export Programs

Description: Information on the planning and maintenance of a national program to ensure the acceptance of Canadian agricultural and forestry products on export markets by being free of plant pests and by meeting standards of importing countries. *Topics:* Export agricultural and forestry products; ship, mill and elevator sanitation inspection; plant quarantine importation requirements of importing countries; phytosanitary export certification; decontamination and quarantine.

AGR-330
Domestic Programs

Description: Information on the planning and maintenance of a national program designed to prevent the spread of pests within Canada, and to survey for and control quarantine pests known to occur in Canada. *Topics:* Pest distribution (publications); decontamination and fumigation; pesticide application; and interprovincial shipments.

AGR-340
Biological Programs

Description: Information on the identification of pests, and analysis of pest risk. *Topics:* Lists of intercepted pests; insects and plant diseases; surveys; pest identification; and analysis of pest risk.

Race Track Division

The Division ensures the protection of the pari-mutuel betting public associated with horse racing under Section 188 of the Criminal Code and aids in the development of a viable race track industry in Canada.

Manuals

- Race Track Supervision Regulations - deal with the supervision of pari-mutuel betting, and the possession and use of drugs at race tracts
- Operational Manual (Race Track Supervision) - operational guidelines for the Division to aid in standardized enforcement and interpretation of policy and regulations.
- Race Track Officer Training Manual - contains guidelines for race track supervision officers on the pari-mutuel betting system, race

track equipment, departmental responsibilities and reporting procedures.

Classes of Records

AGR-350
Pari-Mutuel Supervision

Description: Information on the regulation and supervision of pari-mutuel betting on horse races. *Topics:* Daily operation racing associations; pool distribution; investigations into alleged race fixing; betting dates; tests of totalizator equipment; race track facilities; racing commissions; conferences; betting systems; betting permits; security and police; federal levy on wagering. *Retrievability:* Files arranged by racing event and date.

AGR-360
Race Surveillance

Description: Information on the surveillance of horse races. *Topics:* Daily supervision reports; photo finish service; race patrol service; drug control service; test inspectors' personal records. Storage Media: Film, videotapes and photographic print.

AGR-370
Surveillance Research

Description: Information on all aspects of research into racetrack surveillance. *Topics:* diagnostic activities; drug detection; recording of races on film or video tape; effect of drug administration on horses. Storage Media: Film, videotapes and photographic prints.

Research Branch

The mandate of the Branch is to provide new knowledge and improved technology to ensure the efficient production of an adequate supply of safe and nutritious food, a stable and profitable agriculture and food industry, and a judicious use of natural resources essential to Canadian agriculture. The Branch also provides support to other branches, departments and agencies in activities of national concern in the agricultural and food sector, and assistance to international research programs of less developed countries.

Manuals

- Plant Virus and Antiserum Bank - describe viruses that cause damage to crops and plants
- Manual for Describing Soils in the Field - outlines the procedure for inputting soil and landform classifications data into a computer system
- Canadian Agricultural Thesaurus agricole canadien - contains terms for describing the work of the Research Branch, including names of bacteria, viruses, plants, names of domestic animals and chemical terminology

Classes of Records

AGR-380
Land Research

Description: Information on the maintenance, availability, and better utilization of agricultural land to meet current and future agricultural and food production needs. *Topics:* Soil management and conservation (erosion problems, tillage, fertilizer use, etc.); soil composition (organic matter, mineral content, chemical analysis); soil mapping (machine readable); land inventory (classification, surveys, mapping); soil and land evaluation.

AGR-390
Water Research

Description: Information on the utilization of water resources for agricultural production. *Topics:* Irrigation; drainage; desalination (machine readable); conservation.

AGR-400
Energy Research

Description: Information on the conservation, production, and efficient utilization of energy throughout the food production system. *Topics:* Production - alternate sources, alcohol production, fuel substitutes, converting farm waste and residues into energy, and solar energy; conservation - analysis of energy use, equipment and equipment management, production practices, buildings and storages, greenhouses, and insulation; utilization - farm and community energy use.

AGR-410
Environmental Quality Research

Description: Information on minimizing environmental degradation from agricultural practices. *Topics:* Pollution studies - residues from animal and crop production, toxicology, environmental quality parameter, etc.; waste management; pesticide management; plant nutrient studies.

AGR-420
Food Quality and Nutrition Research

Description: Information on the safety, quality and nutritive value of edible agricultural products. *Topics:* Food safety - toxicants and contaminants; food quality - food composition, nutrient availability, nutrition, monitoring and formulating food products.

AGR-430
Agrometeorology

Description: Information on the effect of climate on agricultural production. *Topics:* Winter survival of crops; meteorological and climatic indices; crop development models (yield prediction through use of climatic indices); atmospheric CO_2; climate research; meteorological records and data (machine readable).

AGR-440
Animal Production Development Research

Description: Information on the efficiency of production and the quality of animals in support of market development. *Topics:* Beef, dairy, swine, poultry, sheep, certain other animals, and honey bees; breeding; nutrition; management practices; physiology; feeding; protection.

AGR-450
Crop Production Development Research

Description: Information on the efficiency of production and quality of crops in support of market development. *Topics:* Wheat and other cereals; oilseed crops; forage crops; horticultural crops; field crops; breeding; physiology; management practices; protection.

AGR-460
Production Support Research

Description: Information on the availability and development of basic support services necessary for food and agricultural production. *Topics:* Winter hardiness - physiology and biochemistry; nitrogen fixation - physiology and host-bacteria relationship; cytogenetics - haploidy, gene transfers and regeneration; research services - plant gene collections, analytical chemistry, instrumentation, equipment and statistical design, analysis, and interpretation; protection - biological and chemical control; biosystematics - identification, classification and collections of vascular plants, insects and fungi; engineering and statistics.

AGR-470
Farm Input Supply Research

Description: Information on the availability and quality of basic inputs to the food and agricultural production system. *Topics:* Farm building design and research; structural design (micro film); agricultural mechanization research and development.

AGR-480
Food Processing and Distribution Research

Description: Information on increasing efficiency in the processing and distribution sectors through technological innovation and product improvement. *Topics:* Food processing (technological innovation, equipment and its utilization); the development of new food products and ingredients; storage (physiology and storage conditions) data on meat quality evaluations (machine readable).

AGR-490
Commonwealth Agricultural Liaison

Description: Information on liaison with the Commonwealth Agricultural Bureaux and the Commonwealth Science Council. *Topics:* Information Service - agricultural scientific information, journals and book reviews; identification service - identification of pests and plant diseases; and biocontrol services - pest evaluation, survey and review services related to introduction of biological control agents.

Marketing and Economics Branch

Market Development Directorate

Marketing Services Division

The Division provides marketing expertise and information on agricultural commodities, deals with extension of federal marketing powers to provincial marketing boards, provides funding assistance for the construction of fruit and vegetable storage facilities, and gives financial guarantees to co-operatives to facilitate to the orderly marketing of produce.

Classes of Records

AGR-500
Administration of Acts and Funding Programs

Description: Information on provincial marketing board powers, loan guarantees to producers, advance crop payments and storage construction assistance. *Topics:* Application for financial assistance (marketing boards, co-operatives); establishing commodity values; auditing; engineering check of storage specifications and plans; Agricultural Products Marketing Act; Agricultural Products Co-operative Marketing Act; Fruit and Vegetable Storage Construction Financial Assistance Program; Advance Payment for Crops Act.

AGR-510
Marketing Information

Description: Machine readable files on the quality, quantity, price, inventories, sale and movement of products.

AGR-520
Commodity Marketing

Description: Information on marketing advice to government departments and the agri-food industry. *Topics:* Communication with industry organizations and government departments; commodity marketing - reports, statistics, inquiries, policy; marketing advice.

Food and Nutrition Service

The Service provides information and advisory services to the government, consumers and the food service industry on food quality, nutrition, safety, buying and handling to promote the sale of Canadian agricultural products through improved consumer satisfaction.

Classes of Records

AGR-530
Food Advisory Information

Description: Information or advice to government departments, consumers and the food service industry on the promotion, nutrition, buying and handling of food. *Topics:* Consumer inquiries; energy conservation in food preparation; food preparation (home and industry); surveys and projects; buying and handling; nutrition.

AGR-540
Food Reviews and Studies

Description: Information and recommendations on food, agricultural issues and programs. *Topics:* Food research and development; technology and marketing; the world food problem; nutrition.

Market Improvement Division

The Division promotes increased use of Canadian food and agricultural products within the retail and food service industries; identifies opportunities and develops strategies to increase exports of Canadian agricultural and food products, equipment, and services; provides information and makes recommendations to improve the efficiency of co-operatives, other producer-controlled organizations and the intermediary services for exporters.

Classes of Records

AGR-550
Foreign Markets Information

Description: Information on the export of agricultural and food products, equipment and services. *Topics:* Commercial missions abroad; trade shows and exhibits; Canadian agricultural products; services to exporters; marketing research; country profiles; export marketing organizations; agricultural trade information program (machine readable). *Retrievability:* Files arranged by product, country and number.

AGR-560
Co-operatives and Producer Organizations

Description: Information on co-operatives and marketing boards. *Topics:* Briefings of government organizations; statistics (organization structure, trade, exports, financial, etc.); co-operatives; marketing boards. Special Access Note: Files arranged by organization, commodity, province and number.

AGR-570
Food Retailing Corporations in Canada

Description: Information on food retailing corporations in Canada to improve markets for Canadian food products. *Topics:* Organizational structure; statistical profiles; marketing techniques; gross sales; number of outlets; subsidiary corporations.

Food Processing and Distribution Division

The Division assists in the development and implementation of policies and programs designed to improve the efficiency and effectiveness of Canada's agricultural processing, transportation and distribution systems.

Classes of Records

AGR-580
Processing

Description: Information on the processing of Canadian food and agricultural commodities. *Topics:* Import replacement (by Canadian products); energy use; facilities; technological development.

AGR-590
Distribution and Transportation

Description: Information on the distribution and transportation of Canadian food and agricultural commodities. *Topics:* Transportation problems - air, truck, rail, ship; containers for transportation purposes (availability and suitability).

Market Analysis and Trade Policy Directorate

International Trade Policy Division

The Division provides the primary contact between the Department and other federal departments, provincial agencies, and producer and agri-business groups on matters concerning international trade policies related to the Canadian agriculture and food system. The Division's work complements the market development activities of the Market Development Directorate of the Marketing and Economics Branch. The Division also takes the leading role in preparing position papers on agricultural trade policy issues and represents the Department in trade policy discussions.

Classes of Records

AGR-600
Preparation of Briefing Papers

Description: Briefing papers on various agriculture-related trade policy questions for use by the Minister and senior officials of the Department. *Topics:* Import quotas; tariff changes; bilateral trade agreement negotiations; relations with less-developed countries; food security; food reserves; other trade-related topics.

AGR-610
Compilation, Analysis and Dissemination of Trade Statistics

Description: Agricultural trade statistics derived from original data published by Statistics Canada. *Topics:* Canadian agricultural exports (by commodity and receiving country); Canadian agricultural imports (by commodity and source country); trade statistics (microfiche and machine readable).

Commodity Markets Analysis Division

The Division provides market intelligence and analysis of developments in the commodity markets for agricultural commodities (grain, oilseeds, fruits and vegetables, cattle, hogs, dairy products, eggs and poultry), develops and advises on government policy pertaining to these markets, and undertakes economic research to improve knowledge and understanding of the functioning of commodity markets.

Classes of Records

AGR-620
Economic Research on Commodity Markets and Agricultural Market Forecasting

Description: Information on the supplies, consumption, inventories, trade and prices of the major agricultural commodities produced in Canada, and the analysis of factors influencing the behaviour of markets for these commodities. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grains, oilseeds and fodder crops; fish and fish products; wood and wood products. Machine readable: Statistics on commodity prices, marketings, stocks, imports, exports, production, disposition.

AGR-630
Agricultural Policy Issues

Description: Information on economic factors related to the supply, demand and pricing of agricultural commodities, and the development and analysis of economic policy alternatives for the government. *Topics:* Dairy and dairy products; livestock and livestock products; poultry and poultry products; fruit, vegetables, honey and maple products; special crops; grain and feeds.

Food and Market Analysis Division

The Division provides economic analysis, market intelligence and policy advice on issues related to food prices, the transportation, handling, processing, retailing and purchasing of food, and regulations affecting the food system.

Manual

- Guideline for Retail Food Pricing Survey

Classes of Records

AGR-640
Market Intelligence

Description: Market analyses on the purchasing, processing and distribution of food. *Topics:* Food prices; food expenditures (consumer spending); processing and retailing. Machine readable: Food prices and pricing forecast model.

AGR-650
Food Policy and Research

Description: Economic studies and policy advice on food markets. *Topics:* Food prices; processing and retailing; transportation and handling; strategy; foreign ownership; regulations.

Statistical Analysis Unit

The Unit provides support to economists within certain branches of the Department through the collection, updating and reporting of data related to agriculture.

Manuals

- Systems Documentation - programmer's guide on the organization of the computer system

- User's Guide - guide for Agriculture Canada researchers on how to retrieve information from the data bank
- AGSEC 5 - Guide to Data Coding Scheme - explains the classification system for agricultural data
- Hog Stabilization Guide - guide for the collection of data on hog prices and volume, to be used by commodity analysts to predict and calculate payments under the Hog Stabilization Program
- Beef Price Spreads Guide (Documentation) - details the organization of the data bank on beef price spreads

Classes of Records

AGR-660
Agriculture-related Data

Description: Economic data related to agriculture. *Topics:* Market Commentaries (annual and monthly time series); monthly and annual trade data (prices and quantities); source data for Farm and Regional Economic Models (monthly, quarterly and annual time series); miscellaneous economic data on agriculture and food. *Retrievability:* Files arranged by AGSEC code and commodity (marketing and trade coding system).

Regional Development and International Affairs Branch

Production Development Directorate Crop Product Division

The Division develops and administers programs aimed at increasing crop production efficiency through crop improvement, the development of new crops and environmental management.

Classes of Records

AGR-670
Crop Production Improvement

Description: Information on the improvement of crop production efficiency and quality of crops. *Topics:* Program planning; weather and climate studies; federal-provincial programs; development assistance programs; crop production planning and programs; weed and pest control (e.g. wild oats); production constraint identification; advisory services - Grains Group; liaison with government and non-government organizations; land and water resources studies; cost of production studies.

AGR-680
New Crop Development

Description: Information on the development and adaptation of new crop varieties and production practices. *Topics:* Evaluation of new varieties; economic and physical feasibility; field trials and demonstrations; financial assistance to project sponsors (e.g. administration of New Crop Development Fund).

Animal Production Division

The Division develops and administers programs aimed at increasing the efficiency of production and quality of animals, helps in the establishment of fair prices for producers and acts to increase export sales of these products.

Classes of Records

AGR-690
Records of Performance (Livestock)

Description: Information on recording and evaluation systems to promote production and quality. *Topics:* Breeders; genetic improvement; dairy production; livestock growth rate.

AGR-700
Showcase Herd Maintenance

Description: Information on a showcase herd of beef and dairy cattle maintained to demonstrate the quality of Canadian cattle to buyers. *Topics:* Production tested and type-classified dairy and beef cattle; technical information for cattle promotion; foreign exhibition herd program.

AGR-710
Sire Loan Programs

Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the loan of superior sires. *Topics:* Procurement of sires; loan arrangements; guidance and advice - breeding, feeding and management of livestock, progress evaluation; breeder associations.

AGR-720
Fairs Program

Description: Information on the promotion, improvement and identification of genetically superior breeding stock. *Topics:* Financial and professional support; livestock classification.

AGR-730
4-H Programs

Description: Information on financial and professional support for the development of Canadian youth interest in agriculture through 4-H clubs. *Topics:* Shared-cost agreements; grants; public relations; club program monitoring.

AGR-740
Authentication of Purebred Livestock

Description: Information on financial and professional support for the identification, promotion and improvement of genetically superior breeding stock through the authentication of purebred livestock. *Topics:* Livestock registration authentication; livestock associations; Livestock Pedigree Act.

AGR-750
Stockyard Administration

Description: Information on efforts to ensure that users of designated stockyards receive or pay a price which reflects the demand for the class of livestock traded on any given day. *Topics:* Stockyard registrations; shippers, trust accounts; Livestock and Livestock Products Act; supervision of auction marts; consultation with industry; buyers and sellers; Dealer's Bonds.

Farm Development Division

The Division seeks to increase the efficiency of Canadian farm production by improving farm management and co-ordinating regional development programs at the farm level. It also assists farm operations through the administration of the Farm Improvement Loans Act and Feed Freight Assistance Adjustment Funds.

Manuals

- Farm Improvement Loans Act - an act to encourage the provision of credit to farmers for the improvement and development of farms
- Guidelines for lenders - to assist lenders in the processing of loans under the Farm Improvement Loan Act

Classes of Records

AGR-760
Farm Improvement Loans

Description: Information on the administration of the Farm Improvement Loans Act to assist in meeting the credit needs of Canadian farmers. *Topics:* Loan program management - reports, claims, remittances; guidelines; policy; borrower default analysis. Reports of loans made are filed by borrower and lending period, and are machine readable.

AGR-770
Farm Business Management

Description: Information on advice and expertise to improve farm business practices and production management. *Topics:* Project identification and evaluation; production cost data; managerial and financial systems; information catalogues; technology transfer programs; production management.

AGR-780
Feed Freight Assistance Adjustment Fund

Description: Information on the Feed Freight Assistance Adjustment Funds in Ontario, Quebec and British Columbia. *Topics:* Contracts; claims; project monitoring - control and evaluation.

International Affairs Directorate

International Liaison Service

The International Liaison Service is involved in policy development and liaison with international agricultural organizations. It acquires, analyzes and disseminates international agricultural intelligence; is involved in multilateral food aid through the World Food Program; and co-ordinates foreign agricultural bilateral relations.

Manual

- Directions for the Preparation and Handling of Memoranda to the Cabinet and Discussion Papers, Privy Council Office, May 1977

Classes of Records

AGR-790
International Liaison

Description: Information on liaison with international organizations, international agricultural intelligence and bilateral relations with foreign countries, including visits and missions. *Topics:* Food and Agriculture Organization (FAO); World Food Program; World Food Council; Inter-American Institute for Agricultural Co-operation (IICA); OECD Committee for Agriculture; Memoranda of Understanding on Agricultural Co-operation; foreign visits; agricultural missions.

Overseas Projects Secretariat

The Overseas Projects Secretariat provides liaison between the Department and other organizations for the purpose of developing and co-ordinating overseas food and agricultural projects.

Classes of Records

AGR-800
International Agricultural Projects (CIDA)

Description: Information on certain food and agricultural projects in developing countries in conjunction with the programs of the Canadian International Development Agency (CIDA). *Topics:* Project descriptions; reports; administration guidelines.

AGR-810
International Agricultural Assignments

Description: Information on the staffing of overseas agricultural projects carried out by CIDA and various international agencies. *Topics:* International agency, job vacancy notices (FAO, WEP, OECD, etc.); human resources inventory; international vacancy notices - CIDA projects; country profiles; FAO, Associate Expert Programme.

AGR-820
Technical Assistance

Description: Information on new strategies and contacts for technical assistance abroad in the agricultural sector. *Topics:* Technical assistance; international agricultural issues (e.g. North-South dialogue); industrial co-operation.

AGR-830
International Agricultural Assistance Co-ordination

Description: Information on encouraging and facilitating co-operation of provincial governments and other Canadian non-governmental organizations in the identification of international agricultural development priorities, and the discussion of international agricultural and food aid programs. *Topics:* Canadian Committee on International Agricultural Services (CCIAS); personnel policies for international assignments; international agricultural assistance; equality of opportunity for Canadians in international projects; conferences and meetings.

Regional Development Directorate

Development Analysis and Co-ordination Division

The Division provides information, analysis and advice on the market-oriented development of the agri-food system, and the integration of provincial development plans within a coherent national framework. This includes the support of agricultural research and technology transfer programs, and the review and assessment of existing programs.

Class of Records

AGR-840
Agricultural Development Analysis and Co-ordination

Description: Information on a coherent national framework for agricultural development with specific reference to market orientation, research projects, and technology transfer. *Topics:* Provincial reviews (agricultural profiles); research program evaluation; transfer of technology; market development; economic and social statistics; Agricultural Development Subsidiary Agreements; program and project assessments. *Retrievability:* Files arranged by subject, province, program and year.

Development Policy Directorate

Production Development Policy Division

The Division is responsible for the provision of the policy analysis, advice and economic intelligence required for the development and implementation of the Department's agricultural development strategy.

Classes of Records

AGR-850
Agricultural Development Policy and Analysis

Description: Policy-oriented analyses of agricultural development issues. *Topics:* Farm costs and incomes; agricultural stabilization; development strategy; energy in agriculture; farm labour programs; land-use policy; farm credit policy; agricultural taxation.

AGR-860
Economic Intelligence

Description: Economic intelligence on agricultural production and inputs. *Topics:* Farm input prices; farm costs and incomes; energy in agriculture.

Co-ordination Directorate

The Directorate co-ordinates departmental participation in federal-provincial ministerial and deputy ministerial conferences on agriculture and food, and also prepares briefings and reports on agricultural issues of concern in various regions. The Directorate also co-ordinates activities and liaison with national industry associations and other non-governmental organizations.

Classes of Records

AGR-870
Federal-Provincial Relations

Description: Information on federal-provincial ministerial and deputy ministerial conferences, preparation of briefing books for these conferences; and reports and briefs on agricultural issues of concern in the provinces. *Topics:* Provincial policy, programs and issues; liaison activities, including conferences; and sub-agreements.

AGR-880
Industry and Non-governmental Organization Liaison

Description: Identification of and profiles on major national and international non-governmental organizations (NGOs); liaison with major NGOs; establishing contacts and attending meetings with representatives of these NGOs. *Topics:* Provincial, national and international NGOs; conferences and meetings.

AGR-890
Status of Women

Description: Information on status of women activities related to agriculture (rural and agricultural) in Canada and abroad. *Topics:* Government policy; National Plan of Action; world programs; convention on the elimination of all forms of discrimination; rural issues; conferences, workshops and liaison activities.

AGR-900
Civil Emergency Planning

Description: Information on preparedness plans to ensure adequate inspection and regulation of agricultural products and services in the event of a national emergency. *Topics:* Liaison in emergency planning matters with Privy Council Office and Emergency Planning Canada, other federal departments, provincial departments of agriculture, U.S. Department of Agriculture and NATO; orientation training in Agricultural Emergency Planning.

AGR-910
World Food Day Secretariat

Description: Information on the co-ordination of Canada's observance of World Food Day, including participation from the provinces and other federal departments as well as other organizations concerned with the need to ensure secure food supplies for food-deficient countries. *Topics:* Meetings - National World Food Day Steering Committee, World Food Day Co-ordinating Committee and Information Working Groups; World Food Day poster, logo, theme initiatives, etc.

Strategic Planning and Evaluation Branch

The Branch supports the senior management of the Department in the development of corporate strategies and in the evaluation of programs.

Manuals

- Program Evaluation Methodology Manual - details the evaluation of departmental activities in relation to the Department's aims and objectives
- Guide to Strategic Planning in Agriculture Canada

Classes of Records

AGR-920
Program Evaluation

Description: Information on the evaluation of departmental programs. *Topics:* Description and objective; analysis of effectiveness.

AGR-930
Strategic Planning

Description: Information on strategic issues and challenges facing the agri-food system and the Department.

Communications Branch

The Branch disseminates agricultural and food information to farmers, agricultural advisers, agribusiness, students and the general public. It also advises the public about policies, programs and activities of the Department.

Manuals

- Scientific and agricultural term glossaries
- Style manuals
- Policy papers and procedural memoranda

Classes of Records

AGR-940
Operations

Description: Information on the Department's work disseminated through the press, radio, television, films, exhibits and displays, and agriculture-related information provided to the public upon request. *Topics:* News media services; radio tapes; short films and television; photography; exhibits and displays; public relations. Storage Media: radio tapes, films and photographs.

AGR-950
Programs

Description: Departmental publications (books, brochures, pamphlets, etc.) and periodicals; materials to provide guidance and assistance to regional information officers; and graphic designs.

Farm Income Services Branch

Western Grain Stabilization Administration

The Western Grain Stabilization Administration administers the Western Grain Stabilization Act by collecting producer levies, making subsidy payments to producers when necessary and maintaining a record of grain producers' transactions. All records are located at the Administration Office at 303 Main Street, Winnipeg, Manitoba.

Classes of Records

AGR-960
Producer Account Maintenance

Description: Information on transactions between grain buyers and producers under the provisions of the Western Grain Stabilization Act. *Topics:* Date of transaction; grade of grain; purchaser (name and location); quantity delivered; revenue paid; and kind of grain. *Retrievability:* Files arranged by Canadian Wheat Board Permit Number.

AGR-970
Stabilization Payments and Levies

Description: Information on stabilization payments to grain producers and levies on grain sold. *Retrievability:* Files arranged by Canadian Wheat Board Permit Number.

Crop Insurance Division

The Division works with provinces to develop and promote sound and acceptable self-help crop insurance programs for Canadian producers in order to increase producer protection in serious crop loss situations.

Classes of Records

AGR-980
Crop Insurance Program

Description: Information on federal assistance to provincially-operated crop insurance programs which provide producers with income stability against specific crop loss risks. *Topics:* Federal-provincial agreements under the Crop Insurance Act; federal contributions to the provinces; Annual Report for the Minister under the Crop Insurance Act; provincial crop insurance program proposals, statistical reports, crop insurance annual reports and crop condition reports; audit reports; foreign crop insurance information.

AGR-990
Relief Assistance Programs

Description: Information on crop loss assistance programs which cover emergency situations not provided for under ongoing crop insurance programs. *Topics:* Federal-provincial agreements; crop loss assistance program details; federal contributions to programs; soil moisture and crop condition reports; audit reports.

AGR-1000
Waterfowl Crop Damage Compensation Program

Description: Information on compensation for individual producers in Manitoba, Saskatchewan and Alberta who have suffered serious waterfowl crop loss damage. *Topics:* Federal-provincial agreements; federal contributions; the Crop Damage Prevention Program and policies; program studies; waterfowl crop damage compensation policies; program audit reports.

AGR-1010
Prairie Farm Assistance (cancelled 1979)

Description: Information on assistance to farmers in the western wheat area in the event of a district crop failure. *Topics:* Prairie Farm Assistance Act 1939; claims and payments; program phase out 1973-74; Repeal of the Act 1979; annual reports. Special Access Notes: Operational records now stored at Public Archives in Winnipeg; administrative and policy records stored at Headquarters.

Canadian Grain Commission

The Canadian Grain Commission administers the Canada Grain Act through the recommendation and implementation of grading standards for grain, the licensing of grain elevators, the inspection and weighing of grain, the economic and statistical monitoring of grain handling and storage systems, research into the quality of cereal grains and oilseeds, and supervision of grain futures exchanges.

Manuals

- Grain Inspector's Manual - guide for the inspection of grains, as well as storage and transportation requirements
- Official Grain Grading Guide - describes standard grading methods and provides detailed information on the interpretation of the official grade definitions
- Official Grain Sampling Manual - explains the requirements for the selection and identification of official grain samples
- Stored Grain Pests - describes the types of insects that infest grains and methods of pest control for stored grains
- Handbook on Varietal Identification by Kernel Characters, Barley, Wheat and Small Oilseeds - guide for the identification of threshed grain samples of varieties of barley, wheat and types of small oilseeds commonly grown in Western Canada
- Grain Grading Handbooks for Eastern Canada and for Western Canada - describe quality criteria for the grading of grains

Classes of Records

CGC-10
Grain Inspection Operations

Description: Information on the inspection and grading of samples of grain and grain screenings obtained by Commission employees or submitted by members of the grain industry under the Canada Grain Act or Canada Grain Regulations. *Topics:* Grades of samples submitted; grades of terminal elevator receipts; special treatment of grain in terminal elevators; elevator inspections and infestation control; grain shipments from terminal and transfer elevators; primary and export standard samples; and re-inspections. *Retrievability:* The files are located in Winnipeg and in district offices.

CGC-20
Economics and Statistics Operations

Description: Economic and statistical information on grain handling and storage, the auditing of elevator operations, and the control of licensing and insurance of elevators under the Canada Grain Act. *Topics:* Grain handling and storage statistics for licensed elevators; audits operations of terminal and transfer elevators; licensing of elevators, insurance and guarantee bond; grain inspected and weighed at terminal elevators; individual grain transactions at terminal elevators; prices received by Western producers; policy analysis and recommendations. *Retrievability:* Records are located in Winnipeg.

CGC-30
Grain Research

Description: Information on the quality of cereal grains and oilseeds. *Topics:* Inquiries, consultantions, advice and reports; quality assessment of new crops; grain cargo composite monitoring; evaluation of new varieties; protein testing; scientific testing of cereals and oilseeds; research in cereal and oilseed chemistry; moisture meter standardization; evaluation and development of new testing methods. *Retrievability:* Records are located at the Winnipeg office.

CGC-40
Weighing of Grain

Description: Information on the supervision of grain weighing at terminal and transfer elevators to ensure adherence to the provisions of the Canada Grain Act and Regulations. *Topics:* Weighing exception reports; scale equipment inspection; weigh-over of elevator stocks for audit; investigating complaints related to weight; weighing facilities - planning and control. *Retrievability:* Records are located at Winnipeg and at district offices.

CGC-50
Policy Development and Co-ordination

Description: Information on the administration of the Canada Grain Act and the Grain Futures Act; issuing of regulations and orders; advising the Minister on matters relating to grain handling; collection of revenues; and co-ordination of functions of all divisions within the Canadian Grain Commission. *Topics:* Operations audit of grain handling in Canada; Canada Grain Act and Regulations; Grain Futures Act and Regulations; Canadian Grain Commission orders and directives to the grain trade; collection of revenue; financial statement (machine readable); supervision of grain futures trading; Grain Appeal Tribunal; Canadian government elevators (privatized 1979-81). *Retrievability:* Records located in Winnipeg; operations audit at regional offices; and Canadian Government Elevator files at Public Archives.

Agricultural Products Board

The Agricultural Products Board serves to ensure the availability of a ready supply of food products for consumers and assists producers to achieve stable income through direct participation in the marketplace. The Board is empowered to buy, sell or import agricultural products and to store, transport and process products under the provisions of the Agricultural Products Board Act.

Classes of Records

APB-10
Agricultural Products Transaction

Description: Information on agricultural product transactions under the provisions of the Agricultural Products Board Act. *Topics:* Purchase and sale agreements; processing, storage and transportation of agricultural products; foreign assistance programs. Special Access Note: Files arranged by commodity, year and procedure.

Agricultural Stabilization Board

The Agriculture Stabilization Board assists the agriculture industry to realize fair returns for its labour and investment by means of price support payments for agriculture commodities under the provisions of the Agricultural Stabilization Act.

Classes of Records

ASB-10
Commodity Price Support Programs

Description: Information on support prices for agricultural products under the provisions of the Agriculture Stabilization Act and details of payment programs. *Topics:* Support price (related data, correspondence, reports, producer costs, market return statistics, etc.); and payment program (deficiency payments, eligibility criteria).

ASB-20
Subsidy Claims and Payments

Description: Information on claims for subsidies from individual producers.

National Farm Products Marketing Council

The National Farm Products Marketing Council is responsible for supervising the Canadian marketing agencies established under the Farm Product Marketing Agencies Act. The Council works with these agencies and with provincial governments and their marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers.

Classes of Records

NFPMC-10
Marketing Operations

Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. *Topics:* Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities - animal and animal products, grains and oilseeds, horticulture and special crops; liaison with organizations concerned with marketing (minutes of proceedings). *Retrievability:* Records located at the Headquarters of the National Farm Products Marketing Council.

NFPMC-20
Canadian Marketing Agencies

Description: Information on Canadian marketing agencies such as the

Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency and the Canadian Chicken Marketing Agency. *Topics:* Provincial levies; information services; claims; hearings; licensing; penalties and offences; producer quotas; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). *Storage Medium:* Recordings - council meetings and in-camera hearings. *Retrievability:* Records located at headquarters of the National Farm Products Marketing Council.

Background

The Department of Communications (DOC) was created by the Government Organization Act in 1969. Prior to that time, communications matters were handled by a number of departments and agencies (Transport Canada, National Defence - Defence Research Board (DRB) and the Privy Council Office). The need for central policy co-ordination, direction and planning was recognized in the rapidly evolving "communications revolution". The Minister of Communications assumed responsibility for management of the Radio Frequency Spectrum, planning and management of government telecommunications, telecommunications research and development and space telecommunications.

For the first ten years of its existence, the Department was almost exclusively concerned with the electronic means of creating, processing, storing, distributing, displaying, accessing, and exchanging information. While it had some responsibilities in the area of broadcasting, it was mainly concerned with the non-cultural aspects of communications. Its clientele was largely composed of private and public sector institutions which either manufacture equipment for or provide these services.

In July 1980, in recognition of the increasingly close links between culture and communications, responsibility for the federal government's arts and culture program, along with responsibility for ten cultural agencies, was transferred from the Secretary of State to the Minister of Communications.

While other responsibilities continue, the Department is now concerned with a host of institutions, again public and private, which perform functions in the cultural field analogous to those that characterize the Canadian information industry and communications infrastructure, as they are conventionally defined. In addition, the Department is now concerned with the cultural content that flows through these channels of communications, both electronic and non-electronic, and includes among its clients the creators and administrators of cultural content.

In making this change, the Prime Minister indicated his wish that, henceforth, communications policy should be conducted with the highest concern for cultural content, and that members of the cultural community should be aware of developments in communications and information technology.

Laws

- Radio Act
- National Transportation Act and Railway Act (telegraphs and telephones)
- Cultural Property Export and Import Act

Overall Responsibilities

Communications Program

The Department fosters the orderly development and operation of communications for Canada in the following domestic and international spheres:

- Communications and Information Technology - DOC assists the development of Canadian industries which manufacture communications and information equipment or provide related systems, products or services and support for the mandate of DOC, DND and other departments.
- Communications Policy Development - DOC develops communications policies that make maximum use of Canadian resources and talents, strengthen Canadian industries, exploit technological advances, and generally contribute to the achievement of Canadian economic, social and cultural objectives.
- Radio Frequency Spectrum - As trustee of this vital natural resource under the Radio Act, the Department continually seeks to manage, improve and extend the use of the spectrum, protect the rights of Canada through international agreements, and provide service to all of its users.
- Government Telecommunications - The Department establishes and maintains long-term federal government telecommunications plans, including the identification of the most efficient and economic alternatives available to satisfy existing and new telecommunications requirements, and accommodates the convergence of technologies (telecommunications, EDP and office equipment) on a government-wide basis.
- DOC satisfies the needs of federal departments and agencies by planning, establishing and managing telecommunications facilities and services in a manner that will maximize the benefits of sharing and consolidating in providing for telecommunications requirements on a government-wide basis.

Arts and Culture Program

The Department also formulates and develops policies and programs for the achievement of national artistic and cultural objectives, and promotes effective inter-agency, interdepartmental, and intergovernmental co-operation in the achievement of those objectives, which include:

- encouraging artistic and cultural activities in Canada
- advising on optimum allocation of resources among arts and culture programs
- fostering greater inter-agency program co-operation and co-ordination in support of cultural and other national objectives
- supporting or managing, in special circumstances determined by the government, artistic and cultural programs outside those of the federal cultural agencies

Organization

The Department of Communications is headed by the Deputy Minister of Communications, who is supported by the Senior Assistant Deputy Minister, who is responsible for Policy, and five Assistant Deputy Ministers, who are responsible for the Space, Research, Spectrum Management and Government Telecommunications, Arts and Culture, and Financial Management Sectors respectively. Also supporting and reporting to the Deputy Minister is the Director General, Personnel and Administration, and a Planning Secretariat.

The Department has regional offices in Moncton, Montreal, Toronto, Winnipeg, and Vancouver, and approximately 48 district offices across Canada. In addition, it maintains research and testing facilities in the National Capital Region.

There are eleven agencies in the communications and cultural field, included in the schedule of the Access to Information Act, which report to Parliament through the Minister of Communications. They are the Canada Council, the Canadian Broadcasting Corporation, the Canadian Film Development Corporation, the National Arts Centre, the National Film Board, the National Library, the National Museums Corporation, the Public Archives, the Social Sciences and Humanities Research Council, Teleglobe Canada and the Cultural Property Export Review Board. The Canadian Radio-television and Telecommunications Commission (CRTC) also reports to Parliament through the Minister of Communications.

Central management and administration of the Department, including the Minister's office, the Deputy Minister's office and support services such as personnel, finance, accommodation and telecommunications material management, computer services, security services, library services, mail and records management.

Access Procedures

All formal access requests should be directed to:

The Access and Privacy Co-ordinator
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8
Telephone: (613) 995-6661

Libraries

Reports, studies, briefs, etc., prepared by or for the Department of Communications should be requested through:

The Library
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8

There are smaller libraries at each of the five regional offices:

Atlantic Regional Office
Terminal Plaza Bldg.
1222 Main Street
Moncton, N.B.

Quebec Regional Office
2085 Union Avenue
Montreal, P.Q.

Ontario Regional Office
55 St. Clair Avenue E.
Toronto, Ontario

Central Regional Office
200 - 386 Broadway
Winnipeg, Manitoba

Pacific Regional Office
300 - 325 Granville
Vancouver, British Columbia

General Information Services

Requests for news releases, speeches and general information on departmental policies, programs and activities, including publications - annual reports, etc., should be directed to:

The Director of Information Services
Department of Communications
Journal Tower North
300 Slater Street
Ottawa, Ontario
K1A 0C8

Policy Sector

The Sector is responsible for the formulation and recommendation of all telecommunication policies, the recommendation of related legislation for consideration by the government and Parliament, and for the co-ordination of federal-provincial and international relations in the fields of telecommunications and culture. The Sector also incorporates the Department's Information Services and Legal Services directorates.

The specific functions of the constituent Branches are set out below:

Broadcasting and Social Policy Branch

The Branch is responsible for the formulation and recommendation of policies and programs with respect to the social, non-technical aspects of telecommunications. This includes policy initiatives in the development and introduction of new services such as Pay-TV or fire and burglar alarms; the extension of broadcasting services to rural or remote communities or to under-served Canadians, such as the handicapped and native populations; television and radio program production; and institutional relationships within the broadcasting industry, such as ownership, cable status and others. The Branch also studies and makes recommendations on the possible socio-cultural impact of new communications technology such as Videotex, microprocessors and computer communications. In addition, the Branch monitors and advises the Minister on the broadcasting decisions of the CRTC.

National Telecommunications Branch

This Branch is responsible for the formulation and recommendation of policies and programs on telecommunications manufacturing and carriage. This includes policy initiatives for institutional, corporate and intercorporate structures and relationships (Bell Canada - Northern Telecom vertical integration, terminal attachment, content-carriage separation); the optimal development of carrier networks (integration of satellite and terrestrial networks); allocation and use of the radio frequency spectrum; and extension of telecommunications services to sparsely populated areas of Canada. The Branch also develops and makes recommendations on an industrial strategy to foster the development of key sectors of the telecommunications industry, provides the Foreign Investment Review Agency (FIRA) with assessments of the implications of foreign investment in the telecommunications industry, and monitors and analyzes the general management performance and planning activities of corporations having a federal government investment (Teleglobe, Telesat, CN-CP Telecommunications).

Communications Economics Branch

The Branch is responsible for provision of advice on the economic aspects of telecommunications activities, financial and economic analysis of all sectors of telecommunications (broadcasting, carriage and manufacturing), and provision of economic and statistical support services to all DOC programs. This includes economic analysis of the demand for new services, and policy recommendations based on assessment of the viability of new services and their economic impact; development of a conceptual framework for the assessment of the likely economic effects of new information technologies, such as transborder data flows between Canada and the U.S.; development of economic criteria and regulatory guidelines for corporate relationships and estimates of their impact on industrial development; and economic analysis of the demand for telecommunications services in rural and remote areas.

International Relations Branch

The Branch is responsible for the promotion and protection of Canadian telecommunications and cultural interests internationally, and for ensuring that significant international developments are taken into account in domestic telecommunications and cultural policy formulation. This includes preparation of Canadian proposals and negotiating strategies in consultation with the private sector and provinces, for presentation to such organizations as the International Telecommunications Union, to ensure that future Canadian requirements are achievable within established international conventions; support to the international promotion of space marketing activities of Canadian industry; participation in international space communications activities such as INTELLSAT and the European Space Agency (ESA); and spectrum co-ordination with the U.S. in border areas.

Federal-Provincial Relations and Policy Co-ordination Branch

This Branch is responsible for ensuring that provincial interests, policies and programs are taken into account in federal policy formulation; securing provincial co-operation in the implementation of federal policies and programs; and developing and maintaining effective federal-provincial policies, including appropriate mechanisms for co-operation. The Branch also provides internal management support services to the Senior Assistant Deputy Minister (Policy) and Directors General in the Sector.

Information Services Directorate

The Directorate is responsible for communicating departmental policies, programs, and activities to both general and special publics by means of information planning, media relations activities, media monitoring, publications (including the Department's annual report), brochures, descriptive articles, reports and studies, technical and scientific documents, exhibits, audio-visual and film presentations, and media analysis.

Legal Services Directorate

This Directorate is responsible for providing advice to the Department on legal aspects of major policy activities relating to Canadian telecommunications systems and cultural activities, including the drafting of legislation.

Classes of Records

DOC-10
Broadcasting and Social Policy

Description: Information on social policies and programs in the telecommunications and broadcasting fields, and the social and cultural aspects of all telecommunications policies. *Topics:* Extension of services policy; regulatory affairs; social and new services policy; and broadcasting policy.

DOC-20
Telecommunications Economics

Description: Information on economic aspects of major policy activities related to Canadian telecommunications, and the provision of economic and statistical services in support of departmental development of telecommunications; policies. *Topics:* Broadcasting and cable television: Canadian Transport Commission - Correspondence and administration, cost separation studies, history of the Canadian telegraph industry, CN-CP rate applications, CRTC procedures, and Canadian Business Telecommunication Surveys; spectrum policy; statistics; Communications Computer - Working Group on industry development, standards, social aspects, protection of software, future services, Canuet program, EDP decentralization policy, government procurement policy, Swift Network, industry studies; Communications Satellite; Communications Interconnection.

DOC-30
Federal-Provincial Relations

Description: Information on relations between the Department of Communications and the provincial departments responsible for communications. *Topics:* Legal matters - court decisions and cases; constitutional matters - Minister's Study - A New Division in the Powers of Communications; past referendum; legislation - federal and provincial acts (lists), federal bills and future legislation; broadcasting - CATV, CBC, CRTC, PAY-TV; carriers - CN-CP, Teleglobe, Bell, TCTS (Trans Canada Telephone System), Telesat, CRTC Telecommunications Regulations; research - Communications Research Centre (CRC), ANIK-A, teleconferencing, Ultra High Frequencies (UHF).

DOC-40
International Telecommunications

Description: Information on Canadian policy on international telecommunications. *Topics:* Science and Technology Mission; Commonwealth affairs; cultural affairs; industrial support - space communications; Commonwealth Telecommunications Organization; North Atlantic Treaty Organization (NATO); International Telecommunications Union (ITU); International Maritime Satellite Organization (INMARSAT); United Nations - Committee on Peaceful Uses of Outer Space, General Assembly, Economic Commission for Europe, Interdepartmental Committee on the Specialized Agencies, and United Nations Educational, Scientific and Cultural Organization (UNESCO); Teleglobe - acts and legislation, interchange agreements, Telex switching system, rates and tariffs, telephone telegraph and cables; Organization of Economic Co-operation and Development (OEDC).

DOC-50
National Telecommunications

Description: Information on national telecommunications policies, industry structures and network development. *Topics:* Legislation; industrial strategy; financial and regulatory matters; industrial resources - transborder data flow; industry services; industry structure; network development; northern communications; spectrum utilization policy.

DOC-60
Information Services

Description: Information on the planning, managing and implementation of information programs, and communications between the Minister of Communications and the public. *Topics:* Articles and publications; exhibits, fairs and exhibitions; motion pictures and videotapes; photographs and slides; posters; press clippings and news releases; satellites; speeches and studies; audio-visual library. Storage Media: Files, slides, photos, films, video-cassettes.

Space Sector

This Sector is responsible for planning, development, co-ordination and implementation of policies and programs to meet Canada's needs in the field of space telecommunications; and development and co-ordination of plans and procedures to provide for optimum participation by Canadian industry in the design, development and construction of Canadian satellite systems.

Space applications activities are carried out within three Branches: Space Technology and Applications at the Communications Research Centre (CRC), Shirley's Bay, Ottawa; Space Programs and Industry Development; and Space Communications Planning. Their responsibilities are outlined below.

Space Communications Planning Branch

This Branch is responsible for long-range operational and strategic plans to meet Canadian requirements for satellite communications services by establishing needs, evaluating technology, managing applications studies, modelling alternatives and carrying out cost-benefit analyses. This includes the development of policies and plans for the allocation of spectrum and orbit positions to the space communications services. The Branch also provides management control support services to the Assistant Deputy Minister, Space, and the Director General.

Space Technology and Applications Branch

The Branch plans and carries out research and development on space component devices and sub-systems to ensure the availability of technology on domestic missions. It operates and maintains the Control Laboratory, the Analysis and Simulation Laboratory, the High Reliability Laboratory, and the Microelectronics facility to support Canadian industry involved in space projects. In addition, the Branch maintains and operates a satellite ground control centre at CRC and the project office for the Anik-B Communications program. The Branch is also responsible for the transfer of space technology to Canadian industry.

Space Programs and Industry Development Branch

The Branch is responsible for managing the implementation phases of major European Space Agency (ESA) programs, including the definition phase of the Mobile Satellite (MSAT), and the design, building and operations phases of the Large Satellite (L-SAT). The Branch maintains liaison with the Canadian Space industry and assists in its development of industrial capability for space systems to serve both the domestic and export markets. The David Florida Laboratory for the integration and testing of satellites is maintained and operated at CRC in support of Canadian industry and other government departments and agencies.

Classes of Records

DOC-70
Space Program and Industrial Development

Description: Information on the development and implementation of space policies and programs which support departmental objectives. *Topics:* Program planning; industrial development; database of information - Satellite Northern Programs, Northern Programs; industrial development; applications; technology development; requested proposals; communication satellite. *Storage Medium:* View graphs.

DOC-80
Space Communications Program

Description: Information on Canadian experimental satellites and satellite communications experiments. *Topics:* Satellites and research - Telesat, future space programs, Symphonie, Radarsat, Australian Domsat, direct broadcast satellite planning, spectrum orbit and utilization studies; ANIK-B Satellite - spacecraft, communication systems, pilot programs, proposals; spacecraft ground control - satellite communications (ISIS Satellite), contacts with Canadian agencies, engineering projects, operations; Hermes Communications Tech. Satellite (CTS) - experiments and reports, schedules, spacecraft experiments operations, spacecraft operations, technical, terminals.

DOC-90
Space Electronics

Description: Information on the carrying out of research and development on components and devices for space communications systems in the areas of microwave, UHF, digital technology and reliability systems. *Topics:* Spacecraft transponders; antennas (contracts); earth terminals; device and component development; device and material reliability; spacecraft power systems and batteries.

DOC-100
Space Systems

Description: Information on the research and development of communications and other space systems and sub-systems. *Topics:* Space Satellite Communications Research - Military Communications Technology (MILCOMTECH); Search and Rescue Satellite (SARSAT); Multiple Access Satellite Communications Project; Multipurpose UHF Satellite (MUSAT); Low-Cost Satellite Telephony Terminals; Mobile Satellite (MOBSAT); public mobile satellite communications; Large Satellite (L-SAT); Time Division Multiple Access (TDMA) Management; Time Division Multiple Access (TDMA), ANIK-B Pilot Project; space-based radar; Search and Rescue Satellite (SARSAT) Collaborative Experimental Project; co-operation and Liaison - International (SARSAT).

DOC-110
Space Mechanics

Description: The specification of spacecraft performance requirements, designs and development of vertical spacecraft systems. *Topics:* Satellite Altitude Control; Stationary High Altitude Platform (Project Sharp); electronics; space vehicles; applied mechanics; control systems; Analysis and Simulation Laboratory; space research - satellite, broadcasting, Large Satellite (L-SAT); Remote Manipulator System.

DOC-120
David Florida Laboratory

Description: Information on facility for integration and environmental testing of aerospace components and communications satellites. *Topics:* Facilities - certification, electronic support, electrical support, data processing system, radio frequency test, horizontal axis measurement system, spacecraft assembly, system test equipment, spin machines, thermal vacuum systems, vibration unit; integration and tests; satellite testing - Saudi Arabian Satellite, ANIK-C; ANIK-D, Australian Domestic Satellite, Brazilian Domestic Satellite, Large Satellite (L-SAT), military satellite, mobile satellite, search and rescue satellite.

Research Sector

The Sector is responsible for the planning, development and management of the federal government's communications research and development (R&D) program, which includes work performed for industry and other government departments. It is also responsible for policy formulation and the conduct of a comprehensive, multidisciplinary R&D program designed to foster the development and introduction of new communication systems and services for Canadians and to extend the related industrial infrastructure. The functions of the Sector's four constituent Branches are outlined below.

Information Technology R & D Branch

Through its research and development work and through the transfer of technology to industry, the Branch assists the development of new radio communication services and furthers the ability of Canadian industry to provide radio system products. In addition, it conducts a program of research aimed at promoting the orderly development of communications networks and services in Canada, contributing towards national and international standards, and providing the technical information for the development of federal policies in the area of networks and services. It also initiates new activities into computer hardware and software for image-based, interpersonal communications, including future enhancements to existing public access information such as Telidon.

Radar and Communications Technology Branch

The Branch is responsible for the departmental R&D program in co-operation with Canadian industry and universities in the areas of radio-propagation, radio communications, fibre optics technology, electro-optical technology, radio and remote sensing technology, and systems for military and civil applications.

The Branch is responsible for the programs outlined below.

- The Optical Communications Program is responsible mainly for conducting applied research in fibre optics, opto-electronics and photonics, transferring new technology to industry, fostering the growth of an indigenous fibre optics industry, developing national and international fibre optic standards, supporting fibre optics related research in university and supporting National Defence requirements for fibre optics technology.

- Military Communications Systems Development performs R&D for defence purposes. Its work includes development of modulation and coding techniques, anti-jam antenna systems, secure network protocols, high-speed signal processing, and data security systems.

- The Radio Communications Directorate is responsible for the departmental R&D program (in co-operation with Canadian industry and universities) on radio communications technology, and the performance of radio communications equipment in its operating environment (signal and noise environment, electromagnetic compatibility, and limitations that the propagation channel imposes on communications) for military and civil applications.

- The Radio Propagation Laboratory is responsible for a research program on the transmission of radio waves in the Very Low Frequency (VLF) through Extra High Frequency (EHF) bands, with a view to improving the design and management of analog and digital communication systems. The work is carried out partly in-house, partly under contracts with universities and industry, and partly through co-operative projects with the common carriers.

- The Radar Research Laboratory is responsible for R&D on behalf of other departments. Most of the work is in support of ND. Activities include work on the development of radar systems in Canadian industry to meet operational requirements, studies and field measurements to assist in assessments of radar performance and in defining new requirements, consultation and assistance in connection with major radar procurement programs and international collaboration on radar R&D. All applications of radar are considered.

Research Policy and Planning Branch

The Branch is responsible for the planning, co-ordination, policy formulation, development and review of the research program. These functions include the co-ordination of the Communications Research Advisory Board and the Canadian Videotex Consultative Committee in order to provide advice and direction on current research programs and the options available in R&D.

The Branch is responsible for the overall management of the programs described below.

- The University Research Program develops centres of expertise in Canadian universities in support of the Department's mandate in communications.

- The Program for Industry/Laboratory Projects (PILP) assists in the transfer of technology from CRC Laboratories to Canadian industry (also see National Research Council, NRC-1370).

- The Defence Program is responsible for the overall co-ordination and liaison with ND for the departmental defence projects and support services.

- The Office Communications Systems (OCS) is an industry-oriented R&D program which focuses on the formulation and implementation of policies, initiatives and projects related to the office communications industry.

Information Applications Management Branch

The Branch is responsible for the promotion of Telidon technology and the extension of Telidon services. This work is carried out through the Divisions described below.

Application Division

The Division is responsible for the promotion of Telidon technology and standards, nationally and internationally, through demonstrations, presentations to standards-setting bodies, and through liaison with agencies and individuals in both the private and public sectors. The Industry Investment Stimulation Program within the Division shares purchases of hardware with business organizations, crown corporations, non-profit associations and educational institutions whose proposals for use of the technology meet approved criteria.

Behavioural Research and Evaluation Division

The Division conducts a program of research, both in-house and on contract, to address behavioural issues arising from new technical developments in communications such as Telidon and Office Communications Systems. These studies concern terminal and system design to match user requirements. The Division also plans and conducts evaluation of field trials of systems such as Telidon and reviews potential socio-technical issues, such as privacy or isolation, that may be of concern as a result of technical developments.

Project IRIS Division

The Division is responsible for the DOC part of a large project with the Canadian Broadcasting Corporation (CBC) which involves a Telidon broadcast trial to 1400 homes in Montreal, Toronto and Calgary for purposes of evaluation and preparation for an operational service in 1984.

Database Development Division

The Division is responsible for the creation and maintenance of a Telidon database in English and French and management of the database facility. It establishes policies and criteria for structure and content of the database, and for evaluating the results of content R&D. The Division supports the requirements for demonstration pages of the field trials, Behavioural Research and Evaluation, Applications Division, Public Initiatives and other groups within DOC. The Public Initiatives Program within the Division is concerned with the Cabinet-designated special groups (Inuit, native peoples, consumers, the handicapped and women). Assistance will be given to these groups to enable them to develop Telidon databases tailored to their special needs.

Trials Division

The Division is responsible for initiation, planning, implementation and technical evaluation of trials; liaison and assistance to trial operators; procurement, testing, installation and maintenance of equipment contributed by DOC for trials and demonstrations; the compatibility of different trial equipment and systems; and for nationwide networking and gateway access of various trial systems. More than twenty Telidon trials and commercial services are operating in Canada and elsewhere at present.

Classes of Records

DOC-130
Research Policy and Planning

Description: Information on the planning of the communications research program and the development of policies to govern Canadian research in communications. *Topics:* Present status of communications; planning; technology; programs - fibre optics, Industrial Development, military, radar, radio; Office Communications Systems.

DOC-140
Informatics Applications Management

Description: Information on the promotion of Telidon technology and the extension of Telidon services. *Topics:* Co-operation and Liaison - companies, Federal-Provincial, internal, international, USA; behavioural research; Telidon Program - Videotex; Telidon demonstrations, exhibitions and symposia; Telidon evaluations, studies and surveys; field trials; Information Provider System; research and development; technical specifications; standards; legal issues.

DOC-150
Information Technology Research and Development

Description: Research into computer hardware and software tools, including Telidon, research to promote the development of communications networks and services, and new radio communications services in Canada. *Topics:* Telidon; networks research and standards - development programs, Office Communication Systems, Integrated Services Network, rural communications, computer communications, local area networks, Telidon network architecture, fibre optics transmission systems and field trials, broadband systems, standards, research contracts; radio systems R&D - mobile radio data systems, integrated remote communications, communication system techniques.

DOC-160
Radar Research

Description: Radar R&D on behalf of other government departments. Activities include development of radar systems by Canadian industry to meet operational requirements, studies and field measurements to assist in assessments of radar performance and in defining new requirements, consultation and assistance on major radar procurement programs, and international collaboration on radar R&D. *Topics:* Special radar projects - Radarsat; special radar tasks - consultation and assistance (ND), Joint US-Canada Air Defence Study (JUSCADS), Low-Angle Clutter Measurements (MIT-Lincoln Labs); R&D for NORAD radar systems - space based radar; radar data processing; adaptive radar research - experimental program, contract progress meetings; surface radar projects - maritime automatic detection and tracking, maritime low-angle tracking, sampled aperture technology; Airborne Radar Projects - signal processing, clutter studies, Multimode Radar Study; North Atlantic Treaty Organization (NATO); NATO Defence Research Group.

DOC-170
Radio Propagation

Description: A research program designed to provide information on the transmission of radio waves in the very low frequency (VLF) through the extra high frequency (EHF) bands and to improve the design and management of analog and digital communication systems. *Topics:* Microwave propagation - space, terrestrial; Sub-12HZ propagation - international commitments, ISIS A and B Satellites (International Satellite for Ionospheric Research), shuttle, propagation studies, VHF-UHF experiments, propagation modelling.

DOC-180
Radio Communications

Description: R&D in the areas of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. *Topics:* Radio communications technology - radio frequency environment, radio systems techniques; Radio Communications Surveillance - high-frequency radio findings, military communications, Over-the-Horizon Radar Study.

DOC-190
Optical Communications

Description: Information on applied research in fibre optics, optoelectronics and photonics; transfer of new technology to industry; fostering of an indigenous fibre optics industry; national and international fibre optic standards; fibre optics-related research in university; military requirements for fibre optics technology. *Topics:* Research; field trials; military programs; reports on high data rate fibre optics communications; industry contracts; fibre optics standards.

DOC-200 Military Communications Research and Development

Description: Information on military communications systems development and R&D for defence purposes - modulation and coding techniques, anti-jam antenna systems, secure network protocols, high-speed signal processing and data security systems. *Topics:* Communications systems; facilities - EDP systems, experimental communications equipment, on-site contract, Military Communications Test

BEDS, channel simulator, temporary sites, technical support; Systems Development - naval, strategic, land tactical (Army Systems); communications techniques - modulation and coding (signalling), antenna systems, secure information processing, spectrum management techniques.

Spectrum Management and Government

Telecommunications Sector

The Sector is responsible for the provision of an effective service to present and future users of the radio frequency spectrum, orderly growth of telecommunications facilities, provision of economic telecommunications facilities and services to government departments and agencies, and delivery of all departmental programs throughout the country.

The major components of the Sector are set out below.

The Telecommunications Regulatory Service

The Service is responsible for providing the overall framework of policies, standards, practices and procedures for the management of the radio spectrum, performing centralized regulatory functions, and directing the standardization, certification and type-approval of customer-supplied terminal equipment.

The Government Telecommunications Agency

This agency is responsible for planning, establishing and managing telecommunication facilities and services on a government-wide basis.

The Regional Organization

The Organization consists of five Regional Offices and 48 District and Sub-offices. They are responsible for performing regulatory spectrum management functions, managing government telecommunications services for regional client departments, and representing the Department's programs outside the National Capital Region.

Programs administered by the Sector are described below.

- The Spectrum Management Program provides service to the users of the radio frequency spectrum by allocating radio spectra to different categories of users, setting technical standards for radio equipment and systems, providing technical support to the CRTC, co-ordinating frequency planning and assignment with the United States and other countries, setting standards for spectrum pollution control, analyzing and evaluating technical submissions for the use of the radio spectrum, issuing, renewing and amending radio station licences, collecting license fees, issuing radio operator certificates, monitoring and inspecting radio stations, investigating interference complaints, and initiating legal proceedings against offenders.

- The Terminal Attachment Program ensures the orderly introduction of customer-owned telecommunications terminal equipment which is to be connected to the networks of the telecommunications carriers, develops nationally applicable technical standards for terminal attachments, certifies equipment to these standards, and lends technical support to the CRTC to resolve associated technical disputes.

- The Government Telecommunications Program provides telecommunications facilities and services to government departments and agencies by leasing such facilities and services from commercial carriers at bulk rates. The cost of providing these services is recoverable from user departments and agencies.

Manuals

- Policy Manual PM-1 radio licensing policy - licencing of various Canadian radio services

- Radio Inspector's Manual RIM-1 - General; RIM-1-1 - Consolidation of legislation and regulations on telecommunications; RIM-2 - Licensing procedures; RIM-3 - Inspection - Aeronautical, Maritime, Land Stations, Interference; RIM-4 - Certificates - Examinations; RIM-7 - Prosecutions

EDP Systems

- Encanal 1.2
- Northern Community Profiles
- GTA-Line Load Control
- Word Processing Usage Report
- STMIS
- Financial Reporting System
- VHF-UHF Database

Classes of Records

DOC-210
Telecommunications Regulatory Services

Description: Information on the administration and enforcement of the Radio Act and regulations; development and application of licensing and certification procedures and regulations, and technical standards for radio equipment and systems; development and implementation of radio frequency plans and frequency assignment criteria; technical certification for the granting of broadcasting licenses by the Canadian Radio-Television and Telecommunications Commission. *Topics:* Call signs; equipment type approval; technical methods and practices; standards and practices; regulations; development and engineering; spectrum management - sub-systems, assignment and licensing sub-systems, research, special projects, pilot projects, spectrum surveillance system, computer services, computer services - data management, Integrated Licensing System, Licensing Bank; Broadcasting and Television Engineering Program - General Radio Service; unidentified flying objects (UFO's); interference - complaints and supressions - interference; Certificates - Radio Operator Certificate Records; radio license and inspections - Radio Station Licensing File; prosecutions - illegal radio installations; radar; radio stations; frequencies - co-ordination, amateur, broadcasting, experimental, private and public commercial, radio telephone, ships, television, Domestic Frequency List; detection - High Frequency Direction Finding (HFDF), potential of OTH (over the horizon) far detection and tracking of aircraft at high altitudes. ***Retrievability:*** **Files are arranged by subject, name of individual and company.**

DOC-220
Government Telecommunications Agency

Description: Information on the planning, establishment and management of telecommunications facilities and services for federal departments and agencies. *Topics:* Systems - data, dedicated, voice, shared, intercity network consolidation, teleconferencing; co-ordination - guidelines and standards, interdepartmental co-ordination, telecommunications projects; development and engineering projects - research, policy and planning. *Storage Medium:* Microfiche.

Arts and Culture Sector

The objective of the Sector is to identify, formulate and develop government policies and programs that will stimulate the creation, production, distribution, consumption and conservation of Canadian culture in order to promote an awareness of Canadian culture and a sense of national identity.

The activities of the Sector fall into four broad categories:

- research and development and implementation, in collaboration with the federal cultural agencies, other federal departments, other governments, voluntary and private sector organizations, of policies, legislation and programs that will encourage artistic and cultural growth;
- recommendations on the optimum allocation of resources to and among the arts and culture programs of the federal government;
- support for greater inter-agency, inter-governmental and public-private policy and program co-operation and co-ordination in support of cultural and other national objectives; and
- support or management of such artistic and cultural programs (outside those of the federal cultural agencies) as the government may determine from time to time in special circumstances.

Arts and Culture activities are carried out within two Branches: Cultural Affairs, which is responsible for copyright, cultural industries, performing and visual arts, museums, and heritage; and Planning and Co-ordination, which is responsible for research and statistics, movable cultural property, analysis and co-ordination, planning, management information, and corporate services.

The programs administered by the Arts and Culture Sector are described below.

Canadian Book Publishing Development Program (CBPDP)

This program addresses the correction of identified weaknesses in the Canadian-owned and controlled sectors of the book publishing industry, in both linguistic markets. The CBPDP offers financial assistance to book publishers under the following components:

- Sales and Marketing Assistance,
- Canadian Textbook and Related Materials Assistance,
- Company Analysis and Implementation Assistance,
- Project Research and Implementation Assistance,
- Foreign Rights Marketing Assistance,
- Professional Development Assistance,
- Research and Documentation Assistance, and
- Aid to Export.

The Canadian Film Certification Program

Under this program, investors in certified Canadian films and videotapes (both short and feature length) may deduct 100% of their investment from their taxable income. Certificates for films and videotapes are issued by the Department upon satisfactory completion, by the producer, of the appropriate application form.

Special Program of Cultural Initiatives

This program, established in 1980 to respond to some of the pressing concerns of the cultural community by assisting professional arts and cultural organizations to overcome current operational and capital difficulties, is authorized to the end of the 1982-83 fiscal year. The funds allocated to the program represent half the revenue accruing to the federal government under the federal-provincial agreement on lotteries.

Promotion of Canadian Films and Videotapes

The objective of this program is to promote and increase access to Canadian films and videotapes on the part of Canadian and foreign festivals and market audiences. The program accomplishes this by:

- administering a program of grants to Canadian film and videotape festivals,
- promoting Canadian films abroad through selecting Canadian entries for foreign film festivals, and
- providing support to programs and projects designed to help promote and distribute quality Canadian films and videotapes in Canada and throughout the world.

Administration of the Cultural Property Export and Import Act

The purpose of the Cultural Property Export and Import Act is to preserve, in Canada, the best examples of our heritage in movable cultural property. This is accomplished by:

- certification for tax purposes, of objects which are donated or sold to designated institutions by the Canadian Cultural Property Export Review Board,
- implementation of an export control system, and
- provision of grants, to designated institutions to repatriate cultural objects or purchase them when export permits have been refused.

The Act also enables Canada to be a signatory to the 1970 UNESCO Convention on the illicit import, export and transfer of ownership of cultural property.

Assistance to National Service Organizations

The Department provides sustaining funds, on an exceptional basis, to selected national service organizations which contribute to arts and culture in Canada.

Postal Subsidy Program

The Minister of Communications is responsible for the development and recommendation of rate and classification policy as it applies to preferential rate categories, namely second-class publications (newspapers and periodicals), library books and books mailed by publishers, retailers, etc. The main thrust of the preferential rates program is to facilitate the access of Canadians to Canadian published material. The Department compensates the Canada Post Corporation for losses related to the awarding of preferential postal rates.

Classes of Records

DOC-230
Arts and Culture

Description: Information on the development of artistic and cultural policies, the promotion of co-operation between the federal cultural agencies, the establishment of policies for subsidies to the arts and strategies to deregulate and decentralize all aspects of Canadian culture, including promotion and financial planning. *Topics:* Arts - Canadian Theatre Centre, federal-provincial agreements, National Arts Centre, performing arts, taxation and the arts, visual arts; broadcasting - CRTC, CBC plans and programs, communications satellites, regulations, technology, television; films - commercial organizations, foreign film industries, non-profit associations; heritage - historical resources, libraries, museums, Parks Canada, Public Archives of Canada; record industry - commercial organization, non-commercial associations; cultural affairs - federal and provincial, research and statistics, Task Force on Federal Cultural Policy, cultural initiatives; publishing - book industry development, federal and provincial consultation, International Book Fair, Foreign Investment Review Act (FIRA); research and statistics.

Consumer and Corporate Affairs

Background

The Department of Consumer and Corporate Affairs Canada was created in 1967 to bring together in one department as much as was practical of federal law governing and regulating the marketplace.

Its legislation and policies are designed to stimulate efficiency and productivity among suppliers of goods and services and to promote fair economic treatment in commercial transactions for all concerned.

The Department is organized into four Bureaus: Consumer Affairs, Competition Policy, Policy Co-ordination and Corporate Affairs. The work of the Bureaus is supported by three service branches and field staff in the Atlantic, Quebec, Ontario, Prairie and Pacific Regions. The Department is also responsible for the administration of the Metric Conversion Program and the UFFI Assistance Program.

The Deputy Minister, who is also the Deputy Registrar General of Canada, is supported by the Finance and Administration Directorate, the Personnel Branch and the Department Secretariat.

Laws and Regulations

The Department administers and has specific responsibilities for the legislation listed below.

- An Act Respecting the Use of the Expression "Parliament Hill"
- Bankruptcy Act and Regulations
- Bills of Exchange Act
- Boards of Trade Act
- Canada Agriculture Products Standards Act and Regulations - enforcement of regulations related to the products at the retail level
- Canada Business Corporations Act
- Canada Co-operative Associations Act
- Canada Corporations Act
- Canada Dairy Products Act and Regulations
- Combines Investigation Act and Restrictive Trade Practices Commission Rules
- Companies' Creditors Arrangement Act
- Department of Consumer and Corporate Affairs Act
- Consumer Packaging and Labelling Act and Regulations
- Copyright Act and Regulations
- Corporations and Labour Unions Returns Act (CALURA) and Regulations
- Electricity Inspection Act and Regulations
- Farmers' Creditors Arrangement Act, Rules and Regulations
- Fish Inspection Act and Regulations - fish inspections in retail trade
- Food and Drugs Act and Regulations - enforcement regulations respecting deception; health and safety aspects of food administered by Health and Welfare Canada
- Gas Inspection Act and Regulations
- Government Companies Operation Act and Regulations
- Hazardous Products Act
- Hudson's Bay Company Act
- Industrial Design Act and Rules
- Maple Products Industry Act
- Milk Test Act and Regulations
- National Trade Mark and True Labelling Act and Regulations
- Patent Act and Rules
- Pawnbrokers Act
- Pension Fund Societies Act
- Precious Metals Marking Act and Regulations
- Public Documents Act
- Public Officers Act and Regulations
- Public Servant Inventions Act and Regulations
- Seals Act and Regulations
- Shipping Conferences Exemption Act, 1979
- Tax Rebate Discounting Act
- Textile Labelling Act and Regulations
- Timber Marking Act and Rules
- Trade Marks Act and Regulations
- Trade Unions Act and Regulations
- Urea Formaldehyde Insulation Act (not proclaimed as of August 31, 1982)
- Weights and Measures Act and Regulations
- Winding-Up Act

Overall Responsibilities

Bureau of Consumer Affairs

The Bureau promotes and protects the consumer interest in the marketplace, thus contributing to the viability and integrity of the market economy.

The legislation it administers includes the Hazardous Products Act, the Consumer Packaging and Labelling Act, the Textile Labelling Act, the National Trade Mark and True Labelling Act, the Tax Rebate Discounting Act, the Weights and Measures Act, the Electricity Inspection Act and the Gas Inspection Act. Compliance with the legislation is sought by means of trader information, inspection, persuasion and, ultimately, prosecution.

The Bureau is responsible for enforcing, at all levels of trade, legislation respecting manufactured foods; and, at the retail level only, legislation respecting agricultural food products.

The Bureau also promotes and protects the consumer interest through consumer information, advocacy within government and with industry, and by financial and technical support of consumer groups.

The Bureau is organized into five Headquarters Branches: Consumer Products, Consumer Services, Legal Metrology, Product Safety and Management Services; and five Regional Directorates: Atlantic (Halifax), Quebec (Montreal), Ontario (Toronto), Prairie (Winnipeg) and Pacific (Vancouver). Services are available through a total of 58 geographic locations in Canada. In general, the Branches are responsible for the development of policies and programs, while Regional Directorates are responsible for the adaptation and implementation of programs in their respective regions.

Bureau of Competition Policy

This Bureau administers the Combines Investigation Act, which is aimed at maintaining a competitive market system with a view to increasing efficiency in the economy and fairness in the marketplace. The Director of Investigation and Research has authority under the Act to conduct inquiries with respect to criminal offences relating to conspiracies, mergers, monopolies, predatory pricing, price discrimination, disproportionate promotional allowances, price maintenance, as well as misleading advertising and other deceptive marketing practices. If these inquiries disclose evidence of an offence, it is referred to the Attorney General of Canada for possible legal action. Investigation and Research also conducts inquiries on business practices subject to review under civil procedures such as refusal to deal, market restrictions, tied selling and exclusive dealing. Where findings warrant, an application to the Restrictive Trade Practices Commission for a remedial order is made.

Bureau of Policy Co-ordination

The Bureau is responsible for research and policy analysis activities as well as liaison with external organizations in the area of consumer and corporate affairs. The Bureau ensures the co-ordination of all communications and policy-related activities, and undertakes reviews of legislation administered by the Department. It has overall responsibility for evaluating and periodically auditing all departmental programs and co-ordinates planning activities at the corporate level. It is organized into three operational units reflecting its mandate: the Policy Research, Analysis and Liaison Directorate; the Communications Branch; and the Evaluation, Audit and Control Branch.

Bureau of Corporate Affairs

This Bureau seeks to provide a legal framework for the orderly conduct of business. It incorporates federal commercial and non-profit corporations, regulates bankruptcy proceedings for insolvent companies and individuals, and licenses and supervises trustees in bankruptcy. It also encourages invention, innovation and creativity in Canada through the granting of exclusive property rights for inventions (patents), trademarks, industrial designs and copyright of original literary, dramatic, musical and artistic works. Inventors and originators can thus control the copying of their creations, derive profit from them and make them known to all Canadians.

Metric Commission

Metric Commission Canada was established by Order in Council P.C. 1971-1146 of June 10, 1971 for the purpose of advising the Minister on plans for conversion to the metric system in Canada. The Commission consists of a committee which comprises not more than 20 Commissioners and a Chairman, who are Governor in Council appointees.

The Commission comprises five Directorates: Engineering Industries Plans, Industry and Services Plans, Planning and Monitoring, Information and Intergovernmental Co-ordination. To accomplish its tasks, the Commission has organized some 100 Sector Committees, each representing an industry or group of related interests, involving over 2,000 members from all sectors of the economy. These committees are charged with planning, scheduling, implementing and monitoring metric conversion in their respective sectors. Metric Commission Canada manages the activities of these committees by conducting studies and surveys, organizing meetings, providing planning and monitoring methodology, and collecting and distributing information as required. The staff also maintain liaison with Standards Organizations, federal and provincial government departments and agencies, and relevant organizations in the U.S.A. on metric conversion matters. In addition, the Commission staff help develop and implement sector public awareness campaigns and also disseminate general information on metric conversion.

The Assistance Program - Workers' Metric Tools is operated by the Commission, paying as contribution 50% of the cost of metric tools purchased by individual workers. The deadline for purchase of tools is March 31, 1984. Claims can be submitted until June 30, 1984.

UFFI Information and Co-ordination Centre

The Urea Formaldehyde Foam Insulation (UFFI) Information and Co-ordination Centre was created in June 1981 to administer the technical and financial assistance program for homeowners with UFFI. This program, announced on December 23, 1981 by the CCAC Minister, was established to co-ordinate the action of federal agencies and departments involved in this issue, namely, Health and Welfare Canada, National Research Council and Canada Mortgage and Housing Corporation; to provide technical advice and assistance to registered homeowners on necessary remedial measures; and to reimburse registered homeowners, up to an amount of $5,000 for the costs incurred in the execution of the remedial measures, including total removal, and those homeowners who, as of August 4, 1982, had already proceeded with remedial measures, including total removal, or who were in the process of doing so.

The Urea Formaldehyde Insulation Act was passed by Parliament on August 4, 1982.

Office of the Registrar General

The Office is responsible for implementing major aspects of the federal government's conflict of interest policy. It also registers instruments and documents issued under the Great Seal of Canada, the Seal of the Registrar General of Canada and the Privy Seal of the Governor General.

Departmental Secretariat

The departmental Secretariat is responsible for facilitating, co-ordinating and controlling the quality of contents, deadlines and consistency between the Department's policies and those of the government with respect to written communications between the

Minister, Deputy Minister and the Department as well as communications between the Minister and Deputy Minister and government departments and agencies, the Privy Council Office, private associations and the general public.

The Secretariat has the responsibility for applying the legislation on access to information, the protection of privacy and the Canadian Human Rights Act, Part IV, within the Department. The Secretary is also responsible for the departmental Status of Women Plan of Action.

The general administration of finance, material and property, records and information systems, and library services is carried out by the Finance and Administration Directorate. The Personnel Branch is responsible for providing service to departmental managers for the personnel functions of human resource planning, organization and classification, staffing, training and development, staff relations, and pay and benefits.

Key Contacts

General Information

Pamphlets, brochures, handouts and guidebooks covering a wide variety of programs and services offered by Consumer and Corporate Affairs, may be obtained from:

Communication Services
Place du Portage, Phase I, 22nd floor
50 Victoria Street
Hull, P.Q.
K1A 0C9
Telephone: (819) 997-3223

or

Library
14th Floor
Place du Portage, Phase I
50 Victoria Street
Hull, P.Q.
K1A 0C9
Telephone: (819) 997-1632

This material is also available in all regional and district offices. A list of addresses is included.

Metric Commission

Information and publications such as pamphlets, brochures and handouts, on metric conversion may be obtained from:

Communication Services
Metric Commission Canada
255 Argyle Street, 3rd floor
Ottawa, Ontario
K1A 0C9
Telephone: (819) 992-7100

UFFI Information and Co-ordination Centre

Information such as eligibility, contents and application of the federal assistance program and material such as brochures, bulletins, information notes and all forms relative to the federal assistance program or the Urea Formaldehyde Insulation Act, may be obtained from:

Communication Services
UFFI Centre
Place du Centre, 4th floor
200 Promenade du Portage
Hull, P.Q.
K1A 0C9
Telephone: (819) 994-2956

Specific Programs and Services

Inquiries on specific programs and services should be addressed to the Bureau responsible for their application.

Headquarters

Consumer and Corporate Affairs Canada
Place du Portage, Phase I
50 Victoria Street
Hull, P.Q.
K1A 0C9

Metric Commission
255 Argyle Street
Ottawa, Ontario
K1A 0C9

Regional Offices

Atlantic Region

Consumer and Corporate Affairs Canada
Queen's Square
45 Alderney Drive, 17th floor
Dartmouth, N.S.
B2Y 2N6

Ontario Region

Consumer and Corporate Affairs Canada
Federal Building
4900 Yonge Street, 6th floor
Willowdale, Ontario
M2N 6B8

Quebec Region

Consumer and Corporate Affairs Canada
1100 - 1410 Stanley Street
Montreal, P.Q.
H3A 1P8

Prairie Region

Consumer and Corporate Affairs Canada
260 St. Mary Avenue
Winnipeg, Manitoba
R3C 0M6

Pacific Region

Consumer and Corporate Affairs Canada
700 West Georgia Street, 25th floor
P.O. Box 10059
Vancouver, B.C.
V7Y 1C9

District Offices

Atlantic Region

Consumer and Corporate Affairs Canada
Burnside Industrial Park
Windmill Place
1000 Windmill Road, Suite 1
Dartmouth, N.S.
B3B 1L7

Consumer and Corporate Affairs Canada
Federal Building, Room 245
Corner Dorchester and Charlotte Streets
Sydney, N.S.
B1P 5Z2

Consumer and Corporate Affairs Canada
Standards Building
295 Bayside Drive
Saint John, N.B.
E2J 1B1

Consumer and Corporate Affairs Canada
Federal Building
633 Queen Street, 2nd floor
Fredericton, N.B.
E3B 1C3

Consumer and Corporate Affairs Canada
Terminal Plaza
1222 Main Street, 3rd floor
Moncton, N.B.
E1C 1H6

Consumer and Corporate Affairs Canada
Dominion Building
97 Queen Street
3rd floor, Room 4
Charlottetown, P.E.I.
C1A 4A9

Quebec Region

Consumer and Corporate Affairs Canada
2025 Fullum Street
Montreal, P.Q.
H2K 3N5

Consumer and Corporate Affairs Canada
1335 King West, Office 402
Sherbrooke, P.Q.
J1J 2B8

Consumer and Corporate Affairs Canada
Galerie Syndicat Paquet
410 Charest Boulevard East
Quebec, P.Q.
G1K 3J1

Consumer and Corporate Affairs Canada
222 Des Forges Street, 2nd floor
Trois-Rivieres, P.Q.
G9A 2G8

Consumer and Corporate Affairs Canada
Quebec Area Office
940 Chabanel Street
Chicoutimi, P.Q.
G7H 5W2

Ontario Region

Consumer and Corporate Affairs Canada
25 St. Clair Avenue East, 7th floor
Toronto, Ontario
M4T 1M2

Consumer and Corporate Affairs Canada
1859 Leslie Street
Don Mills
Toronto, Ontario
M3B 2M1

Consumer and Corporate Affairs Canada
5075 Yonge Street, Suite 202
Toronto, Ontario
M2N 6C6

Consumer and Corporate Affairs
585 Wentworth Street North
Hamilton, Ontario
L8L 5X5

Consumer and Corporate Affairs Canada
Main Post Office
605 Dominion Public Building
10 John Street South
Hamilton, Ontario
L8N 3A2

Consumer and Corporate Affairs Canada
Union Gas Building
20 Hughson Street South, 3rd floor
Hamilton, Ontario
L8N 2A1

Consumer and Corporate Affairs Canada
781 Richmond Street
London, Ontario
N6A 3H4

Consumer and Corporate Affairs Canada
228 Dundas Street East
Belleville, Ontario
K8N 1E4

Consumer and Corporate Affairs Canada
240 Bank Street
Brunswick Building
Ottawa, Ontario
K2P 1X2

Prairie Region

Consumer and Corporate Affairs Canada
2212 Scarth Street
Regina, Saskatchewan
S4P 2J6

Consumer and Corporate Affairs Canada
3421 - Eighth Street East
Saskatoon, Saskatchewan
S7P 0W5

Consumer and Corporate Affairs Canada
2919 - Fifth Avenue, N.E.

Bag 60, Station J
Calgary, Alberta
T2A 4X4

Consumer and Corporate Affairs Canada
Oliver Building
10225 - 100th Avenue
Edmonton, Alberta
T5J 0A1

Pacific Region

Consumer and Corporate Affairs Canada
3625 Lougheed Highway
Vancouver, B.C.
V5M 2A6

Consumer and Corporate Affairs Canada
316 - 277 Winnipeg Street
Penticton, B.C.
V2A 5M2

Consumer and Corporate Affairs Canada
Federal Building
363 - 471 Queensway Avenue
Kelowna, B.C.
V1Y 6S5

Consumer and Corporate Affairs Canada
1230 Government Street, Room 401
Victoria, B.C.
V8W 1Y3

Consumer and Corporate Affairs
Permanent Tower
299 Victoria Street
7th floor, Suite 708
Prince George, B.C.
V2L 5B8

Major Publications

Reports and Studies

- Consumer Misleading and Unfair Trade Practices - Vol. 1 and 2
- Studies of Foreign Competition Policy and Trade Practices

  — Vol. 1 and 2
- Proposal for Class Action Under Competition Policy Legislation
- Proposals for New Competition Policy for Canada - Second Stage
- Copyright in Canada - Proposals
- Backgrounder Papers for the Bankruptcy and Insolvency Bill (1979): Economies of Scale and Efficiency in the Canadian Manufacturing Industry
- Use of Bid Depositories in the Construction Industry
- The Ophthalmic Products Industry in Canada
- Misleading Advertising Bulletins

Consumer Research Reports

- Electronic Funds Transfer Systems in Canada
- Task Force Report on Crash Protection for Infant and Child Passengers in Motor Vehicles
- Energy Research from a Consumer Perspective
- Consumer Satisfaction, Dissatisfaction and Complaining Behaviour
- An Economic Analysis of Consumer Redress Mechanisms
- Product Liability: Reflections on Legal Aspects of the Policy Issues
- Energy Consumption and Conservation Patterns in Canadian Households
- The Role of Home Energy Audits in Facilitating Residential Retrofits
- Consumers' Perceptions of Pre-purchase Shopping Problems and Solutions: Major Findings and Directions for Action
- Liability Rules and Insurance
- Interprovincial Product Liability Litigation
- Energy: Canadians' Attitudes and Reactions (1975-1980)
- Competition Policy Research Reports
- Plant Efficiency and Competition Policy in Canada
- Professional Licensing and Competition Policy
- The Administration and Enforcement of Competition Policy in Canada, 1960 to 1975
- Concentration in the Manufacturing Industries of Canada: Analysis of Post-War Changes
- Transport Costs and Their Implications for Price Competitiveness in Canadian Goods-Producing Industries
- Performance Under Regulations: The Canadian Intercity Bus Industry
- The Role of Marketing in the Concentration and Multinational Control of Manufacturing Industries
- The State of Competition in the Canadian Petroleum Industry (7 volumes) - available at $70 per set through the Renouf Publishing Company Limited in Ottawa

Corporate Affairs Bureau Research Reports

- Copyright Obligations for Cable Television: Pros and Cons
- A Performing Right for Sound Recordings: An Analysis
- The Mechanical Reproduction of Musical Works in Canada
- An Economic Analysis of a Performer's Right
- Crown Copyright in Canada: A Legacy of Confusion
- Term of Copyright Protection in Canada: Present and Proposed

- Copyright, Competition and Canadian Culture: The Impact on Alternative Copyright Act Import Provisions on the Book Publishing and Sound Recording Industries

- The Impact of Reprography on Copyright System

- Ownership of Copyright in Canada

- Fair Dealing: The Need for Conceptual Clarity on the Road to Copyright Revision

- Audio and Video Home Taping: Impact on Copyright Payments

Access Procedures

All formal requests for access to information under the Access to Information Act should be addressed to:

Co-ordinator, Access to Information and Privacy
Consumer and Corporate Affairs Canada
Place du Portage, Phase I
23rd Floor, Zone 1
50 Victoria Street
Hull, P.Q.
K1A 0C9

Bureau of Consumer Affairs

Consumer Products Branch

The Branch administers Acts and regulations affecting packaging, labelling and quality composition of both food and non-food consumer goods; and Acts and regulations respecting the grading and sale of agricultural products on behalf of each of the provinces. The Branch is supported by field staff.

Manuals

- Food Policy Manual - provides official interpretations of the Consumer Packaging and Labelling Act and Regulations and the Food and Drugs Act and Regulations

- Procedures and Training Manual - provides official procedures for the administration of the Food and Drugs, and Consumer Packaging and Labelling Acts

- Retail Inspection and Training Manual - provides information to inspectors of retail food stores

- Meat Cuts Manual - provides information to inspectors on the administration of the Retail Meat Cut Nomenclature Program

- Textile Training and Reference Manual - provides a training and reference instrument on textile technology and programs

- Precious Metals Marking Procedures Manual - provides a work and reference instrument on manufacturing processes, inspection and testing procedures and technical terms

- Packaging and Labelling Manual - provides a work and reference instrument on net quantity determination, enforcement, legislation and interpretations

EDP System

- An information system to evaluate compliance of commercial establishments to the different consumer protection laws

Classes of Records

CCA-10
Energy Efficiency Program

Description: Information on planning, enforcement, research, correspondence and complaints, and inquiries concerning electrical products. *Topics:* Electrical product efficiency - legislation; committees; rulings enforcement; marketing; advertising.

CCA-20
Foods

Description: Information on the Retail Food Enforcement Program. *Topics:* Inspection agreements and reports; legislation; metrication; surveys and studies; technical and statistical information; advertising; liaison with associations; councils, companies, etc.; labelling and advertising approvals content and date marking packaging; pricing and coding; processed products; surveillance; prosecutions; reference material; complaints; inquiries on specific food products.

CCA-30
Products

Description: Information on statistical data, prosecutions, rulings, correspondence, regulations, sampling and testing, inspection, interpretations and rulings concerning non-food products. *Topics:* Commodity regulations; fur garment marking; surveillance and enforcement programs; precious metals marking and assays; economic data; liaison with companies; specific products.

CCA-40
Textile Labelling

Description: Information on regulations, interpretations and rulings, complaints and inquiries, correspondence, company registration, inspections, seizures and prosecutions, and sampling and testing of textile products. *Topics:* Textile labelling and legislation; liaison with Canadian General Standards Board; Canada Standards Size Program; Care Labelling Program; liaison with other departments, provinces, boards, councils, etc.; identification numbers; importation; Laboratory Compliance Program; surveillance and enforcement; surveys; testwork; upholstered and stuffed articles.

Consumer Research and Evaluation Branch

The Branch conducts programs of research and evaluation on the effectiveness of legislation and regulatory policies and carries out economic and legal research on programs affecting consumers such as consumer finance, product quality and liability for defective products, consumer decision-making and complaint behaviour, and consumer energy conservation. It also co-operates with senior officials of various governments as well as industry and consumer organizations to elicit consumer points of view.

Classes of Records

CCA-50
Consumer Research and Evaluation

Description: Information on briefing materials, planning for conferences, federal-provincial meetings, research and development, studies and surveys, and systems concerned with consumer research. *Topics:*

Conferences and meetings - non-government, international, government and federal-provincial; programs; surveys; studies and evaluation; management information systems.

CCA-60
Consumer Choice

Description: Information on review, assessment, consultation, policy and research, and media coverage. *Topics:* Consumer products information; information labelling; consumer information search; advertising; consumer representation on federal agencies; access to consumer information.

CCA-70
Legislation and Regulations

Description: Information on policy, research, consultations, studies, briefing materials, reports and studies, and media coverage of consumer legislation and regulations.

CCA-80
Market Structures

Description: Information on problem recognition and assessment, policy, studies, consultations research, and reports on marketing issues. *Topics:* Education; energy; environment; financial; food, health and welfare; housing; distribution systems; international trade; transportation.

CCA-90
Food and Economic Policy

Description: Information on agricultural, economic and industrial policies. *Topics:* Controls and post-controls - monetary economics, regulation, taxes, unemployment; Food - distribution, industry, nutrition, legislation policy, prices and indices, processing, weather; agricultural marketing; eggs and poultry; fish; fruits and vegetables; meat; retailing; wheat and grains; Industries - energy and fuels, metals, minerals, wood and wood products, textiles and clothing; prices, indices and surveys, research and studies; tariffs and trade; agreements; imports; multilateral trade.

Consumer Services Branch

The Branch monitors general trends, developments and emerging issues in the marketplace to identify and prevent or resolve problems which consumers cannot resolve themselves and handles consumer complaints and enquiries outside the scope of Bureau-administered legislation. It administers a funds program and other programs in support of consumer groups and the Tax Rebate Discounting Act. The Branch is supported by field staff.

Manual

- Support of Voluntary Organizations - procedures for receiving and assessing requests from consumer groups for financial support

Classes of Records

CCA-100
Advocacy and Policy Programs

Description: Information on regulations, reference material, enforcement issues, prosecution, issues and correspondence concerned with the consumer advocacy and representation programs, and review of regulatory reform.

CCA-110
Consumer Information Programs

Description: Correspondence, evaluations, reference material, complaints and inquiries, development and implementation of the various information programs. *Topics:* Binkly and Doinkel Program; Food Talk Program; Food Basics Program; Home Safe Home Program; Infotel Program; Metrication Program; New Parents Kit Program.

CCA-120
Consumer Help Offices

Description: Statistical data, evaluations and recommendations on the funding of Consumer Help Offices. *Retrievability:* Case files arranged by office location.

CCA-130
Enforcement Programs

Description: Complaints and inquiries, technical information, correspondence, provincial relations concerned with the enforcement of consumer interest acts. *Topics:* Tax rebate discounting; audits; investigations and prosecutions; reports and statistics; statements of discounting transactions. *Storage Medium:* A list of discounters is on magnetic disc or drum to monitor tax transactions for violations; also an EDP system.

CCA-140
Market Intelligence, Issues and Projects

Description: Complaints and inquiries, research and development, reference material, market monitoring, correspondence, and surveys and studies concerned with issues that are, or could be, of consumer interest. *Topics:* Motor vehicles; auto rust and anti-corrosion; financial; food; retail; direct mail marketing; services; telephone and communications; travel industry.

Legal Metrology Branch

The Branch administers national programs on weights and measures, electricity and gas inspection in order to ensure the provision of equity and accuracy of measurement in the marketplace while providing laboratory service and engineering support for these programs at Headquarters and in the field. It is also involved in the analysis of data and the planning of programs connected with metric conversion. The Branch is supported by field staff.

Manuals

- Departmental Instructions (Electricity) - provides methods and procedures of inspection
- Departmental Instructions (Gas) - provides methods and procedures of inspection
- Inspectors' Training Manual (Electricity and Gas) - provides a training tool of basic electrical theory and knowledge requirements for inspectors
- Inspection Procedures Manual - provides procedures for inspecting weighing and measuring machines

Classes of Records

CCA-150
Legal Metrology

Description: Information on metering, specifications, symbols and standards, metric conversion and international measurement. *Topics:* Calibrations; liaison with associations, councils and international organizations; technical inquiries; metric conversion; misleading advertising and standards.

CCA-160
Electricity and Gas

Description: Information on the Electricity and Gas Program. *Topics:* Electricity - approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas - inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications.

CCA-170
Weights and Measures

Description: Information on the measurement of volumes, linear and cubic area, and mass; includes interpretations, specifications, prosecutions, standards, testing and international measurement. *Topics:* Linear and cubic area - approvals, calibrations, statistics; Mass and volume - approvals, calibrations, technical information, metric conversion, tests and test methods.

Product Safety Branch

The Branch administers the Hazardous Products Act. The Act deals with a range of goods and includes specific mention of product categories for household, garden or personal use, for sports or recreational activities, or for children. It also mentions, without reference to end use, poisonous, toxic, flammable, explosive and corrosive products, but excludes from its purview food, drugs, cosmetics, pest control products, radioactive materials, explosives, and highway vehicles. Products may be banned or regulated under the legislation. Functions of the Branch include product testing for regulatory development purposes and for compliance with established regulations. Inspectors, designated under the Act, have powers of search and seizure. The Branch is supported by field staff.

Manual

- Hazardous Products Reference Manual - a reference instrument on the administration and enforcement of the Hazardous Products Act and Regulations

Classes of Records

CCA-180
General Product Safety

Description: Information on compliance and enforcement, statistical data and programs within Product Safety, and correspondence. *Topics:* Compliance - chemical hazards, flammable products and hardware, recreational and children's products; economic data; enforcement; engineering and technical data; fire safety; legislative matters; hazardous substances; injury data and statistics; labelling; surveillance program.

CCA-190
Products

Description: Information on regulations, company liaison, complaints and inquiries, reference materials, sampling and testing, and enforcement concerning specific products. *Topics:* Alarm and escape devices; appliances; entertainment and communications equipment; furnishings; fixtures and home structures; garden and yard equipment; housewares - unpowered; maintenance products and home fuels; nursery equipment; packaging containers; personal use items; recreation and sports; textiles; tools; toys. *Retrievability:* Files are arranged by product.

CCA-200
Testing

Description: Information on testing and test methods for specific products. *Topics:* Equipment design; fabrication and modification; legislative matters; test methods; chemical flammability; mechanical, electrical and textile testing of specific products. *Retrievability:* Files are arranged by test and product. *Storage Medium:* Magnetic disc or drum (testing and sampling tracking system).

Bureau of Corporate Affairs

Manuals

- Central Registry Information System (C.R.I.S.) Manual of Directives
- Official Receiver's Examination Manual
- Trustee Licence Manual
- Bankman
- Dictionary of Shapes and Terms
- Classification Manual
- Examination Guidelines
- Policy Guidelines
- Procedures Manual - Processing
- Examination Unit Procedures
- Compliance Policy and Procedures Manual
- Instruction Manual for Field Offices
- Database Maintenance Manual
- Manual of Patent Office Practice
- Handbook of Patent Examination (HOPE)
- Patent Procedures Manual
- Classification Section Support Staff Operating Procedures
- Trade Marks Examination Manual
- Office Composing Equipment (OCE)
- User Manual For General Automatic (GA) System

Bankruptcy Branch

The Branch administers the Bankruptcy Act by providing assistance in the filing of consumer bankruptcies; by protecting both bankruptcy creditors' and debtors' rights; by licensing and supervising trustees-in-bankruptcy; by detecting abuses of the bankruptcy process both before and after bankruptcy; by maintaining and disseminating general and statistical bankruptcy and insolvency information; by acting as an agent for the Corporations Branch and disseminating information and materials on the Canada Business Corporations Act; and by acting as a depository for any documents to be filed pursuant to the Canada Business Corporations Act or any Intellectual Property legislation. The Branch is supported by field staff.

Manuals

- Policy Statements of the Superintendent of Bankruptcy - provides guidelines issued by the superintendent for observance by trustee
- Information Statements of the Superintendent of Bankruptcy - provides guidelines of a less mandatory nature than the policy statements and are also used to communicate information of a general interest
- Bankruptcy Branch Training Modular - provides a training manual on bankruptcy procedures and policies
- Bankman - provides a reference tool of internal policy releases and directives
- Central Registry Information System (C.R.I.S.) - provides procedures for the accessing of C.R.I.S.
- Manual of Directives for the Centralized Receipts and Disbursements System - provides a reference tool of procedures to be used in maintaining the Centralized Receipts and Disbursements System
- Trustee Licence Insurance Procedures - provides policies and procedures to be followed in issuing trustee licences to both individuals and corporations

Classes of Records

CCA-210
Bankruptcy

Description: Information on investigations, licensing, assets and liabilities, inquiries, discharges, legal actions, control and audits, inquiries on civil and common law, and correspondence on bankruptcies. *Topics:* Audits and auditing; student loans; examination; fraudulent bankruptcies; inquiries - civil law, common law; bonds and bonding; claims; conferences; liaison - foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; investigations; legal; licences; offences; petitions; projects; prosecutions; reports and statistics; trustees; Central Registry Information System; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. *Retrievability:* Trustee files are arranged by name of individual or corporation. EDP System: Information system containing insolvency data used by Bankruptcy Offices to publish bankruptcy notices.

Bureau of Corporate Affairs

Copyright and Industrial Design Branch

The Branch administers the Copyright and Industrial Design Acts in recognizing and protecting authors' and designers' rights over their work through the acceptance, examination and registration of copyright and design applications. The Branch also administers the Timber Marking Act.

Manuals

- Dictionary of Shapes and Terms - provides a reference of geometric terms used by examiners
- Classification Manual - provides a listing of the various classes of classification of industrial design
- Examination Guidelines - provides guidelines for the examination of industrial design applications
- Policy Guidelines - provides a reference of published policies on the examination of industrial design applications
- Procedures Manual - Processing - provides procedures for the processing of copyright and industrial design applications

Classes of Records

CCA-220
Copyright and Industrial Design

Description: Information on legislation, registration and revision, inquiries, consultations with provinces, private sector and other departments, registration and complaints and inquiries on authors' and designers' works. *Topics:* Copyright Act, Industrial Design Act and other legislation; copyright and industrial design. *Retrievability:* Case files are arranged by name of applicant.

Corporations Branch

The Branch administers the Canada Corporations Act, the Canada Business Corporations Act and several other statutes through the examination and qualification of incorporation, continuance, amalgamation and dissolution of corporations; the management of a database of corporate names; the acquisition, assessment and verification of information to the public; the issue of exemptions from various requirements of the Canada Business Corporations Act; and the conduct of inquiries and investigations into corporate misconduct.

Manuals

- Examination Unit Procedures - guidelines on how to examine Canada Business Corporations Act articles and Canada Corporations Act applications
- Compliance Policy and Procedures - provide interpretations of the Act and Regulations, directives and operational procedures
- Instruction Manual for Field Offices - provides instruction to field personnel on dealing with public inquiries on corporation matters
- Database Maintenance Manual - provides coding and processing instructions for the maintenance of Canada Corporation Database
- Gazette Coding and User Responsibility Manuals - provide instructions on how to code data from provincial gazettes into the Corbase system
- Corbase Manual - provides background information about the Corbase system
- Accounts Receivable Procedures - provide instructions on billing and other actions related to the accounts receivable system

Classes of Records

CCA-230
Corporations

Description: Information on applications, charters, financial statements, annual summaries and returns, inquiries, liaison with companies, enforcement and surveillance of incorporation of companies. *Topics:* Exemptions; take-over bids; inquiries; boards of trade; trade unions; companies. EDP System: Information system containing data on federally and provincially incorporated companies which are used to produce microfiche and the Canada Bulletin.

Patents Branch

The Branch administers the Patent Act and Rules in protecting the rights of originators of inventive works by the acceptance, examination, granting and registering of patent applications; the maintenance of public indices and the publication of the Patent Office Record, a weekly publication describing Canadian patents; and the maintenance of a reading room where the public may obtain information.

Manuals

- Manual of Patent Office Practice - provides procedures for replying to inquiries
- Handbook of Patent Examination (HOPE) - provides procedures for preparing examiners' correspondence
- Patents Procedures Manual - provides procedures for documentation and registration
- Classification Section Support Staff Operating Procedures - provides procedures for classification of patents

Classes of Records

CCA-240
Patents

Description: Information on the application, registration, licensing, legal actions, studies, correspondence, regulation, complaints and inquiries, research and technical data concerned with inventive works. *Topics:* Appellation of origin; liaison with universities, associations, departments, foreign governments, provinces; information retrieval; caveats; court actions, licences; legislation; agents; application; classification; complaints and inquiries; public servants' inventions; surveys and studies; technology. *Retrievability:* Case files arranged by name of applicant.

Research and International Affairs Branch

The Branch formulates policies to improve the effectiveness of intellectual property Acts and assesses their effectiveness. It also monitors international events in intellectual property, develops policies to ensure fairness of treatment abroad for Canadians while minimizing restraints on domestic policy and action, and carries out studies and projects such as the Newly Updated Automated Name Search (NUANS) and securities legislation.

Classes of Records

CCA-250
Research and International Affairs

Description: Information on economics, agreements, development of international policies; also correspondence, research and technical data; and surveys, studies, and statistical data concerned with intellectual property. *Topics:* International agreements; appellation of origin; federal-provincial conferences; university liaison; liaison with international associations, clubs and societies; economic analysis; economic research-copyright, patents, trademarks and industrial design; domestic law revision; bankruptcy economic research.

Trade Marks Branch

The Branch administers the Trade Marks Act through the acceptance, examination and registration of trade mark applications, the advertising in the weekly Trade Marks Journal to enable persons to oppose any marks which they feel interfere with their existing rights and the maintenance of a public reading room for the public to search registers and indices of registered marks and users.

Manuals

- Trade Marks Examination Manual - provides a working instrument on the interpretation and application of the Trade Marks Act and Rules
- Office Composing Equipment (OCE) User Manual for General Automatic (GA) System - provides procedures for the operation of the GA microcomputer

Classes of Records

CCA-260
Trade Marks

Description: Information on applications, registrations, licensing and regulation, as well as correspondence and inquiries on trade marks and their uses. *Topics:* Trade marks interpretations; abandonments; appeals; applications; oppositions; registered users; trade mark agents; examinations.

Bureau of Competition Policy

Note: Two common classes, Combines CCA-270 and Standard Industrial Classification CCA-280, relate to all Branches of the Bureau with exception of Marketing Practices Branch.

Manual

- Office Manual, Director of Investigations and Research - sets out procedures employed by the Bureau in the exercise of formal powers under the Combines Investigation Act

Manufacturing Branch

The Branch undertakes industrial and economic analysis and conducts inquiries under the Combines Investigation Act concerning the manufacturing sector of Canadian industry, excluding the manufacturing sectors of the pulp and paper and petroleum industries which are the responsibility of the Resources Branch. The Branch is also concerned with the construction and communications industries.

Regulated Sector Branch

The Branch is responsible for interventions of the Director of Investigation and Research before regulatory boards, and for inquiries on the transportation and telecommunications industries.

Research Branch

The Branch conducts research into the performance of the Canadian economy in relation to competitive market situations and recommends economic and structural changes which could increase economic efficiency.

Resources Branch

This Branch analyses complaints and other evidence, and conducts inquiries under the Combines Investigations Act concerning the activities of firms in the resource industry, including agriculture, fishing and food processing, trapping and fur processing; the forest industry, including manufacture and distribution of wood and wood products; the production, mining and primary processing of all minerals; and the production and distribution of energy, including electrical power, coal and petroleum products.

Services Branch

The Branch analyses complaints and other evidence with respect to alleged restrictions of competition in the service and distribution industries and conducts inquiries under the Combines Investigation Act.

Classes of Records

CCA-270
Combines

Description: Information on inquiries, legalities, surveys, interpretations of the Combines Investigations Act. *Topics:* Program of compliance, international agreements; interdepartmental committees; conferences; co-operation and liaison; inquiries; exports; imports; investments; textiles labelling; merchandising; mergers; monopolies; patents; price fixing; research; sales; services; tariffs; identical tenders; trade; trade practices; trademarks; transportation; warranties; guarantees. *Storage Medium:* Magnetic tape (locator system).

CCA-280
Standard Industrial Classification

Description: Information on inquiries, complaints, legal proceedings and prosecutions under The Combines Investigation Act. *Topics:* Industries; agricultural and retail services; fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. *Retrievability:* Case files are arranged under the 18 major groups of the Standard Industrial Classification system. Storage Media: Microfilm, magnetic tape.

Marketing Practices Branch

The Branch administers the misleading advertising and deceptive marketing practices provisions of the Combines Investigation Act which include unsubstantiated claims, misleading warranties, misleading price representations, untrue and misleading tests and testimonials, double ticketing, pyramid schemes, referral selling, bait and switch selling, sales above advertised price, and promotional contests.

Manuals

- Office Manual, Director of Investigation and Research - sets out procedures employed by the Bureau in the exercise of formal powers under the Combines Investigation Act
- Marketing Practices Policy Manual - sets out variations in the section of the Combines Investigation Act pertaining to Marketing Practices
- Marketing Practices Operational Manual - sets out procedures employed in exercising formal orders for Marketing Practices under the Combines Investigation Act

Classes of Records

CCA-290
Marketing Practices

Description: Inquiries, complaints, legal proceedings, prosecutions, interpretations of the Combines Investigation Act, and correspondence on misleading advertising and deceptive marketing practices. *Topics:* Advertising inquiries; misleading complaints (national, Pacific, Ontario, Quebec, Atlantic and Headquarters); Program of Compliance. Special Access Note: Files are arranged by subject, company and individual name. Storage Media: Microfilm, magnetic tapes (listing of complaints which have been closed for 2 years or more).

Office of the Assistant Deputy Registrar General

Conflict of Interest Organization

The Assistant Deputy Registrar General administers, on behalf of the Prime Minister, the government's conflict of interest policy and guidelines that pertain to Lieutenant Governors, Ministers, their Exempt Staffs and Governor-in-Council appointees, and provides policy advice to the government, the Privy Council Office and Deputy Heads.

Classes of Records

CCA-300
Conflict of Interest

Description: Conflict of interest guidelines, parliamentary material, reports, appointments, correspondence with federal government departments, agencies, councils, commissions and provincial governments. *Topics:* Conflict of interest responsibilities - investments, trusts, Parliamentary matters, guidelines for Lieutenant Governors, Ministers, their Exempt Staffs, Governor-in-Council appointees and public servants; Supplementary Guidelines for members of government departments, corporations, agencies, commissions and boards; liaison and co-operation.

Registration Division

The Registration Division is responsible, in the name of the Registrar General, for the issue and registration of commissions and other documents under the Formal Documents Regulations pursuant to the Public Officers and Seals Act and as required by other Acts, and provides services to the Governor General's office, federal government departments, corporations and agencies, other governments and the public.

Classes of Records

CCA-310
Registration

Description: Regulations; studies; inquiries; correspondence with other departments, provinces and countries; certificates of registration, appointments, deeds, grants, mortgages; and letters patent. *Topics:* Appointments - boards, councils, commissions, federal government departments, agencies, Crown corporations, committees, judges, administrators, commissioners; documents - bonds, deeds, railway mortgages, land grants, pardons, proclamations, departmental rulings, seals, warrants of extradition. *Storage Medium:* Microfilm.

Urea Formaldehyde Foam Insulation

Information and Co-ordination Centre

The Centre administers a federal government program of technical and financial assistance to owners of Canadian dwellings retrofitted with urea formaldehyde foam for thermal insulation purposes by on-demand formaldehyde screening tests, full scale testing and remedial advice, training for contractors and homeowners in a registered remedial measures course, administration of financial contributions to eligible owners and an across-Canada toll-free telephone information service. The Centre also co-ordinates federal government activities and policies related to UFFI.

Classes of Records

CCA-320
Urea Formaldehyde Foam Insulation (UFFI)

Description: Regulations, grant applications, complaints, procedures and methods for testing and related research. *Topics:* Federal government departments and agencies; federal-provincial relations - conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company inquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing - Pilot and Main Projects, UFFI II. *Retrievability:* Case files are arranged by name of individual.

Metric Commission Canada

The Commission administers the provisions of the Metric Commission Order (PC 1971-1146) on intergovernmental co-operation and collaboration in Canada and with foreign countries; stimulates and monitors metric conversion in all elementary and secondary schools and non-university level educational institutions; negotiates and operates information agreements with the provinces and territories; and ensures that the benefits (e.g., increased productivity through the use of a simpler system and increased exports through the use of a totally international system) of conversion to the metric system in Canada are achieved at minimal cost.

Manual

- Workers' Metric Tools System - User Guide - used to assess applications under the Workers' Metric Tools Assistance Program

Classes of Records

CCA-330
Metric Commission

Description: Policies; correspondence with companies, federal and provincial government departments, other governments, associations, and committees; legislation, etc., concerned with the metric conversion program. *Topics:* research; surveys and development; legislation and treaties; commodities, industries and markets.

Ministry of State for Economic Development

Background

The Ministry of State for Economic Development (MSED) was established by Order in Council on December 19, 1978.

The Ministry serves as the Secretariat for the Cabinet Committee on Economic Development which is chaired by the Minister of State for Economic Development. Working with the Privy Council Office and economic development departments, the Ministry assists in the preparation and organization of the economic development priorities the Committee must deal with on a continuing basis. The Ministry also has the responsibility to review and report regularly on the status of the economic development budget so that the Committee of Ministers is fully informed of the resources available to support and promote the country's economic development priorities.

In preparing information for presentation to the Committee of Ministers, the Ministry maintains a system for regular, continuing discussion of issues by Deputy Ministers of the economic development sector departments and provides concise analyses of these issues, including their implications for the economic development budget and their effect on program delivery. As requested by Ministers, the Ministry co-ordinates the interdepartmental reviews of major issues, or provides direction to interdepartmental projects.

The Ministry provides advice on the public communication of government policy in the economic development field, and monitors the implementation of decisions taken by the Cabinet Committee on Economic Development.

As part of the government's reorganization plans, announced in January 1982, the Ministry and Committee titles and mandates will be changed to include responsibility for the regional aspects of economic development in Canada. The change of name to the Ministry of State for Economic and Regional Development will take effect upon passage by Parliament of Bill C-123.

As a result of the government reorganization measures, the Ministry has established new federal offices in every province, each headed by a federal Economic Development Co-ordinator.

Overall Responsibilities

The Ministry of State for Economic Development has responsibility to:

- formulate, develop, evaluate and co-ordinate new and comprehensive policies for the programs and activities of the Government that directly support Canadian economic development;
- promote co-operative relationships with provinces, business and labour, and other public and private organizations for the development of the economy;
- advise on the allocation of financial, personnel and other resources to federal programs that directly support economic development; and
- develop mechanisms to improve and integrate the delivery of economic development programs at the local or regional level.

The Federal Economic Development Co-ordinator is the senior federal government economic development official in each province, who:

- advises Cabinet on proposed regional economic development policies;
- helps co-ordinate the activities of other government departments in the field;
- promotes co-operative and joint planning with the provincial government;
- consults business, labour and municipal governments;
- feeds regional considerations into the Cabinet decision-making process; and
- helps transmit government policy back into the regions.

Because of MSED's role as Secretariat to the Cabinet Committee on Economic Development, a very large proportion of the documentation held by the Ministry originates in other departments. Access requests in such cases will be referred to the appropriate sponsoring department. Copies of speeches, news releases and discussion papers issued by the Minister, the Department's annual report, and description of the organization of MSED are available from the Ministry's Communications Branch - (613) 996-4055. Also available through the Branch is a handbook published by the Ministry entitled ABC - Assistance to Business in Canada. The publication is the first compendium of all federal business assistance programs.

Access Procedures

Formal requests under the Access to Information Act should be directed to:

Access and Privacy Co-ordinator
Ministry of State for Economic Development
Jackson Building, 7th Floor
122 Bank Street
Ottawa, Ontario
K1A 1E7
Telephone: (613) 996-4055

Operations Branch

The Branch is responsible for analysis, assessments and briefings to Deputy Ministers of economic departments, the Secretary and Minister, and members of the Economic Development Committee on proposals originating in economic departments. The Branch develops the work programs and produces assessments and recommendations on the proposals in the economic sector, taking into account their resource implications.

Policy Branch

The Branch is responsible for developing a co-ordinated economic development policy for the federal government, taking into consideration the framework of existing policies, present policy initiatives of economic development departments, and the positions of business and labour. In particular, it is concerned with the way in which macro-economic policies, the macro-economic environment and the framework of existing economic development policies affect the structure and performance of individual sectors of the Canadian economy.

Projects Branch

The Branch carries out special projects on assignment from the Cabinet Committee or the Secretary. Typical projects involve organizing consultations between business, labour, and the Government;

co-ordinating the activities of a number of departments in support of the negotiations or development of major private sector investment projects; or co-ordinating departments and agencies in the planning and delivery of government projects where no organization has all the resources required.

Communications Branch

The Branch is responsible for advising the Economic Development Committee Ministers and Deputy Ministers on the public information aspects of economic development initiatives, co-ordinating communications plans originating in economic development departments and evaluating the effectiveness of the government's public information activities in the economic development sector. It also provides public affairs support for the Ministry and its Minister.

Corporate Services Branch

The Branch is responsible for developing and maintaining all finance, personnel and support services essential to the efficient and effective operation of the Ministry.

Classes of Records

ED-10
Economic Development Consultations

Description: Information on consultations with representatives of government and the private sector. *Topics:* Task Force reports; Contact Information System.

ED-20
Policy and Expenditure Management System

Description: Information on the policy and expenditure management system of the federal government and the Ministry's participation in it. *Topics:* Fiscal framework; operational plans (includes former Program Forecasts and Review); strategic overviews; Main Estimates; Supplementary Estimates; Treasury Board Financial Status Reports; Ministry Financial Status Reports; priorities exercises; resource reallocation; contingent liabilities; Expenditure Management System.

ED-30
Economic Development Program Organization and Delivery

Description: Information on initiatives by departments and the Ministry in the economic development envelope involving program organization and delivery. *Topics:* ABC/AIDE Handbook; business centres; and program delivery.

ED-40
Economic Development Special Projects

Description: Information on initiatives by departments and the Ministry in the economic development envelope involving special cross-sectoral policies. *Topics:* Hibernia; Transpo '86; Northeastern B.C. Coal.

ED-50
Sector Policies - Primary Industries

Description: Information on initiatives by departments in the economic development envelope to promote growth and development of primary industries in the Canadian economy. *Topics:* Agriculture; Energy; Fisheries; Forest Products; Metals and Minerals.

ED-60
Sector Policies - Secondary Industries

Description: Information on initiatives by departments in the economic development envelope to promote growth and development of secondary Canadian industries. *Topics:* Aerospace; automotive; cement and concrete; commercial printing; construction, electrical and electronics; food and beverages; footwear; furniture; iron and steel; machinery; ocean; petrochemical; plastics and processing; shipbuilding and repairs; textiles and clothing; urban transportation; and others.

ED-70
Sector Policies - Service Sectors

Description: Information on initiatives related to the development of the service sector, banks, financial institutions, construction, tourism, assistance to Convention and Trade Centres, foreign investment.

ED-80
Economic Development Policies

Description: Information on initiatives by departments and the Ministry in the economic development envelope involving cross-sectoral policies. *Topics:* Policies - commercial, competition, consumer, environmental, human resource, industrial relations, intellectual property, procurement, regional, small business, tax and programs, transportation, research and development.

Canada Employment and Immigration Commission

Background and Overall Responsibilities

The Employment and Immigration Reorganization Act of 1977 created the Canada Employment and Immigration Commission, and a small associated Department of Employment and Immigration, which together are responsible for all employment, unemployment insurance and immigration programs and services. They are also known as Employment and Immigration Canada (EIC).

Four persons head the Commission: a Chairman who is Chief Executive; a Vice-Chairman; and two Commissioners, one of whom is a representative of the employers. The Chairman and Vice-Chairman act as Deputy Minister and Associate Deputy Minister of the Department.

The Commission-Department's headquarters comprises nine major Groups, each headed by an Executive Director. Four are concerned with services to the public: Immigration and Demographic Policy, Benefit Programs, Labour Market Development, and Employment and Insurance. Three more provide professional, technical and administrative services: National Systems and Services, Personnel and Finance and Administration. The remaining two are Strategic Policy and Planning and Public Affairs. An Executive Secretary provides all the services necessary for corporate planning, policy formulation, federal-provincial and international relations as well as administration of Privacy, Human Rights and Access to Information legislation within EIC.

EIC is further organized into ten regions responsible for administering some 750 local and district offices across Canada. Each is headed, in the cases of Quebec and Ontario, by an Executive Director, and in all other instances, by a Director General. EIC has a staff of about 24,000 across Canada.

Two other bodies report to Parliament through the Minister - the Canada Employment and Immigration Advisory Council, and the Immigration Appeal Board.

Acts and Regulations

- Unemployment Insurance Act, 1971 S.C. 1970-71-72, c.48, (excluding Part IV) and Regulations such as the Unemployment Insurance Regulations and the National Employment Service Regulations
- Employment and Immigration Reorganization Act, S.C. 1976-77, c.54, including Part I - Employment and Immigration Department and Commission Act, and Part II - Canada Employment and Immigration Advisory Council Act
- National Training Act 1982 and Regulations
- Emergency Gold Mining Assistance Act, R.S.C. 1970, c.5, Subsection 6(2)
- Regional Development Incentives Act, R.S.C. 1970, c.R-3, Section 13
- Reinstatement in Civil Employment Act, R.S.C. 1952, c.236
- Immigration Act 1976, S.C. 1976-77, c.52 and Regulations
- Employment Tax Credit Act, S.C. 1977-78, c.4 and Regulations
- Government Annuities Act, R.S.C. 1970, c.G-6 and Regulations
- Government Annuities Improvement Act, S.C. 1974-75-76, c.83
- Labour Mobility and Assessment Regulations, SOR/72-54 pursuant to Appropriation Act No. 3, 1971
- Manpower Mobility Regulations, SOR/72-14 pursuant to Appropriation Act No. 3, 1971
- Department of Labour Adjustment Assistance Benefit Regulations (Footwear and Tanning Workers), SOR/74-266 pursuant to Appropriation Act No. 5, 1973
- Department of Labour Adjustment Assistance Benefit Regulations (Clothing and Textile Workers), SOR/74-48 pursuant to Appropriation Act No. 4, 1970

General Information

Available free of charge in every EIC office are pamphlets, brochures and other publications covering a wide variety of programs and services offered by EIC and some other departments and agencies, both federal and provincial. General publications, if not available at local offices, may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, P.Q., K1A 0S9.

Library Services are available at EIC's Head Office and Regional Offices at the following addresses:

Head Office

Employment and Immigration Canada
Place du Portage, Phase IV
Hull, P.Q.
K1A 0J9

Newfoundland

Employment and Immigration Canada
P.O. Box 12051
167 Kenmount Road
St. John's, Newfoundland
A1B 3Z4

Nova Scotia

Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, N.S.
B3J 3E4

Prince Edward Island

Employment and Immigration Canada
P.O. Box 8000
199 Grafton Street
Charlottetown, P.E.I.
C1A 8K1

New Brunswick

Employment and Immigration Canada
P.O. Box 2600
565 Priestman Street
Fredericton, N.B.
E3B 5V6

Quebec

Employment and Immigration Canada
1441 St. Urbain Street, 9th Floor
P.O. Box 7500
Montreal, P.Q.
H2X 2M6

Ontario

Employment and Immigration Canada
4900 Yonge Street, Suite 700
Willowdale, Ontario
M2N 6A8

Manitoba

Employment and Immigration Canada
Eaton Place
330 Graham Avenue, Room 710
Winnipeg, Manitoba
R3C 4B9

Saskatchewan

Employment and Immigration Canada
Financial Building
2101 Scarth Street, Suite 600
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories

Employment and Immigration Canada
9925 - 109th Street, 5th floor
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory

Employment and Immigration Canada Royal Centre
1055 West Georgia Street
Box 11145
Vancouver, B.C.
V6E 2P8

Access Procedures

A formal request for access under the Access to Information Act must be made by completing a "Request for Access" form and forwarding it to the Privacy and Access to Information Advisor-Co-ordinator for your area. Their addresses are listed below.

Head Office

Privacy and Access to
Information Co-ordinator
Employment and Immigration Canada
13th Floor
Place du Portage, Phase IV
Hull, P.Q.
K1A 0J9

Newfoundland

Employment and Immigration Canada
c/o Dept. of Labour and Manpower
Beothuck Building
Crosbie Place
St. John's, Newfoundland

Nova Scotia

Employment and Immigration Canada
P.O. Box 2463
1888 Brunswick Street
Halifax, N.S.
B3J 3E4

Prince Edward Island

Employment and Immigration Canada
180 Kent Street, 4th floor
Charlottetown, P.E.I.
C1A 8K1

New Brunswick

Employment and Immigration Canada
1075 Main Street
Moncton, N.B.
E1C 1H2

Quebec

Employment and Immigration Canada
550 Sherbrooke West, 6th floor
Montreal, P.Q.
H3A 1B9

Ontario

Employment and Immigration Canada
4900 Yonge Street
Willowdale, Ontario
M2N 6A8

Manitoba

Employment and Immigration Canada
Eaton Place
330 Graham Avenue, Room 710
Winnipeg, Manitoba
R3C 4B9

Saskatchewan

Employment and Immigration Canada
Financial Building
2101 Scarth Street, Suite 400
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories

Employment and Immigration Canada
9925 - 109th Street, 5th floor
Edmonton, Alberta
T5K 2J8

British Columbia and Yukon Territory

Employment and Immigration Canada
1055 West Georgia, 8th floor
P.O. Box 11145
Vancouver, B.C.
V6E 2P8

Management Group - "The Commission"

The Chairman/Deputy Minister, Vice-Chairman/Associate Deputy Minister, and the two Commissioners constitute the strategic apex of the Commission/Department, and are appointed to undertake three essential roles: administrative management of EIC; development of its interactions with other agencies, governments and countries within a complex socio-economic environment; and planning strategy for responding to immigration matters, labour market needs and unemployment problems. These four persons are the immediate extension of the Minister and, under the provisions of the Canada Employment and Immigration Commission and Department Act, are referred to as "the Commission."

The Commission administers the Unemployment Insurance Act as amended, holding jurisdiction over the National Employment Service, and the National Training Act, the Immigration Act and various employment programs under Appropriations Acts, and the Annuities Act.

The Commission deals with legislative review and consequent amendments; regulatory changes; special applications of the legislation such as adjudication principles, labour conflicts, work sharing agreements and job creation projects; appeals to the Federal Court; Unemployment Insurance premium rates; budgets affecting the U.I. fund; appeals to the Commission concerning U.I. premium reductions; agreements with provinces or other countries; appointment of agents; delegation of authority to officers as employees of EIC; annual reports to the Minister and Parliament; all submissions to Cabinet; and major directives to field offices concerning EIC programs.

The two Commissioners - one representing labour and the other employer interests - develop consultative mechanisms, dialogues, and information programs with business, union and employer associations and councils, keeping such groups well-informed on legislative, policy and program matters affecting them.

Executive Secretariat

This office, comprising six directorates, and components responsible for Privacy and Access to Information legislation and Security Policy Analysis, provides all services necessary to corporate planning, policy formulation, federal-provincial and international relations, actuarial activities, and the application of public rights management. An extension of the Office of Chairman/Deputy Minister, it co-ordinates corporate executive decision making, particularly deliberations on statutory matters.

Corporate policy formulation is affected by: the range of programs and services offered to the public by EIC; the provisions of Acts and Regulations governing the operation of programs; shifts in political perspective which promote departmental strategies; government decisions altering the way EIC operates, evaluates and pays for programs and services; and events occurring in federal-provincial or international relations.

Note: The Executive Secretariat uses virtually the entire EIC records filing system; consequently, only file series used on a regular basis are specified by classes for directorates. As for manuals, apart from the Financial Administration Manual (Delegation of Authority), the Financial Coding Manual, and the document entitled "Guidelines on the Preparation of Ministerial Correspondence," all manuals and reference documents used periodically are listed under the Groups more appropriately using them.

Classes of Records

EIC-10
Secretariat

Description: Correspondence and policy on general activities. *Topics:* Inquiries on access to information and public rights management; policies governing corporate strategies, international relations, federal-provincial liaison; committee reports and minutes of meetings; association briefs, cabinet submissions and institutionally produced papers; proposals on corporate policy formulation, security and emergency planning, and quality of services; records of decisions taken by the Commissioners and Executive Committee; administration of the Secretariat.

Privacy and Access to Information Directorate

This component co-ordinates EIC responses to enquiries and access requests made under the legislation; sets policies, establishes mechanisms and administers the rights of Canadians to access EIC records; receives requests, applies exemptions where required, notifies the public of decisions taken, and arranges, where appropriate, for the production of files for scrutiny. The Directorate, in co-ordination with the Information and Privacy Commissioners, acts as a monitoring body, gathering statistical and costing data on the operation of the legislation, and providing reports to the Minister and to these Commissioners.

EIC-20
Privacy and Access to Information

Description: Policy and guidelines on public rights; also statistical and personal information provided by persons submitting access requests. *Topics:* Policies and procedures for each component of the legislation; background on legal interpretations of access rights; individual case files; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Commissioners of public rights; appeals and decisions; EIC policies, procedures and measures encouraging access generally; administrative costs of public rights management. *Retrievability:* Files are arranged by subject and surname of requestor or complainant.

Intergovernmental Affairs Directorate

This Directorate maintains formal liaison with provincial governments and the private sector on all matters affecting major initiatives taken in the labour market, immigration or unemployment insurance areas; advises the Minister and Senior Executive on the interlocking interests with the provincial governments, on intergovernmental or international relations, and on courses of action recommended by a variety of special task forces or committees; and arranges conferences or visits by EIC executives, preparing all associated material.

EIC-30
Intergovernmental Affairs

Description: Information on social and employment legislation; also policy and guidelines on federal-provincial co-ordination. *Topics:* Inquiries on federal-provincial relations; agreements negotiated in connection with immigration or employment policies; reports and briefs of parliamentary committees, government task forces and public associations affecting the interpretation of legislation on a variety of social issues; background on international and federal-provincial relations, and descriptions of decisions taken.

Emergency Planning Directorate

This Directorate centrally co-ordinates all emergency planning for EIC's Headquarters and Field Offices, through a national emergency agency or similar organization. In liaison with emergency and security agencies such as National Defence, the RCMP and Emergency Planning Canada, it issues policies, emergency procedures and periodic standing orders on alternatives for EIC operations in the event of major disasters, wars or civil emergencies.

EIC-40
Emergency Planning

Description: Information on legislation, policy, correspondence and contingency plans related to regional, national or international emergencies affecting EIC operations. *Topics:* Policy, legislation, publications and manuals concerning peacetime planning, war measures (as outlined in the War Measures Act), and administration of emergency planning organizations; committee reports, briefs, submissions and action plans on international or interdepartmental liaison and action; regional contingency plans in the event of flood, famine, war or other disasters; reference for other departments' emergency plans, their committees and agencies; NATO liaison and wartime planning; specific plans for bomb threats, earthquakes, nuclear incidents, oil spills, terrorism and strikes; training courses and civil and military exercises.

Security Policy Analysis Directorate

This Directorate provides policy analysis and advice on security matters; administers a special control program for receipt, storage and distribution of sensitive intelligence and security information; and administers programs of co-operation with the RCMP.

EIC-50
Security Policy Analysis

Description: Information policy guidelines and general correspondence on security and co-operation with the RCMP. *Topics:* Policies and procedures on personnel, physical, communications, EDP, and administrative security; RCMP-EIC co-operation; handling of immigration files at Headquarters; Security Co-ordination Committee; minutes of meetings; briefs, reports, and plans.

Quality of Service Directorate

This Directorate develops strategies for improving the quality of service offered to the public by EIC; promotes concepts of quality of service; and advises the corporate organization; and maintains liaison with Cabinet or other task forces charged with service quality improvement.

EIC-60
Quality of Service

Description: Information on quality of service strategy, philosophy, policy and projects. *Topics:* Policy and correspondence on quality of service generally; action plans, strategies and parliamentary or cabinet documents; organization, mandate and administration of task forces; external public surveys and statistical results; philosophy and position papers from government and the private sector; application of improvement strategies; indexes of government services and programs, and listings in telephone directories; private sector handbooks, management texts and service pamphlets.

Actuarial Services Directorate

This Directorate provides EIC with actuarial services and advice concerning the strategy and operations of the Unemployment Insurance Program and the Government Annuities Program. Advice and services are provided on specific projects of an actuarial nature; on assessing proposals in relation to predetermined objectives and criteria; on actuarial determination of minimum and maximum weekly insurable earnings, annual employer and employee premium rates, rates of premium reduction in respect of qualified wage-loss replacement plans and actuarial determination of liability and interest credit in respect of the Government Annuities Account; and on actuarial analysis of the financial status of the UI account. Much of the advice is required by law (the Unemployment Insurance Act, Government Annuities Act and Government Annuities Improvement Act).

EIC-70
Actuarial Services

Description: Policy, legislation and actuarial criteria for determining financial parameters and analyzing the experience under the UI and Government Annuities Programs. *Topics:* Actuarial services policy and correspondence; advisory committee reports, operations of the Annuities Program; budgets, expenses and administration; contributions, premium reductions and benefits; cost estimates and premium revenue estimates; UI Act and Regulations (assessment and development of amendment proposals to the UI program), statistical reports and Labour Force data; interface of UI program with guaranteed income proposals; other agencies (briefs, views and proposals from public and private sectors); background on the Society of Actuaries and miscellaneous internal working files; public relations and special briefings; supplementary survey from Statistics Canada; Supplemental Unemployment Benefit plans; WLR plans (planning, development and operational activities under the registration program of qualified WLR plans); program evaluation; comprehensive review of UI in 1980s.

Secretariat Services

This Directorate provides all necessary support services to the corporate committees managing the strategy of EIC; develops corporate policy guidelines and planning documents used by the Commission proper, the Executive Committee and other executive decision making bodies; provides these committees with all secretariat services including research; prepares specifically-formatted briefing material used by the Minister; and co-ordinates development, administration and maintenance of EIC's corporate planning process (CORPLAN).

EIC-80
Secretariat Services

Description: Policy, correspondence and documentation on corporate strategy, planning activities and standing committee support services. *Topics:* Policy, background and legislation documents, agreements and committee procedures; Orders in Council; Commission documents, procedures for regular amendments, and submissions to the Governor in Council; reports, minutes, records of deliberations; corporate-level briefings, committee meetings, agendas, times and decisions (policy, administrative and management).

Human Rights Directorate

This component develops and co-ordinates measures ensuring effective integration of the Canadian Human Rights Act with the legislative policy and operational requirements of EIC; reviews EIC polices, programs and procedures to ensure the consistent, efficient and effective implementation of the Act; develops the educational support required to enable EIC to meet its responsibilities under the Act; and co-ordinates activities to respond to complaints lodged under the Act.

EIC-90
Human Rights

Description: Information on policies, guidelines, complaints and other human rights matters. *Topics:* Policies and procedures related to implementation of legislation; reports in the human rights field; background information related to complaints activities; individual cases.

Internal Audit Bureau

This Bureau, which reports to the Deputy Minister, is responsible for audits conducted within EIC. Programs external to and funded by EIC are also subject to audit; included are: National Industrial Training, Local Employment Assistance, Summer Youth Employment, New Technology Employment, Local Economic Development Assistance, Canada Farm Labour Pools, Canada Manpower Adjustment, Immigration Settlement Adaptation and Outreach.

Internal Audit reviews and appraises the effectiveness and efficiency of all operational and financial procedures and systems and identifies areas for improvement. This activity includes assessment of efficiency, economy and management effectiveness, and the extent of compliance of systems, procedures, transactions, practices and safeguarding of assets with policies, regulations and other instructions of the Commission, the Treasury Board of Canada and Parliament.

The criteria for establishing a schedule of selected audits include: materiality (financial and human resources used), impact on EIC objectives, areas of sensitivity, previous audit findings, linkages to other concerns, and audit cycles.

Because of the overlapping nature of the work performed by the Internal Audit Bureau, the records generated are used by all directorates of the Bureau.

Classes of Records

EIC-100
Internal Audit Bureau

Description: Information policies and procedures related to audit plans. *Topics:* Guidelines for evaluating financial and human resource operational systems; long-range audit plans; assessments of materiality, risks and other operational concerns; objectives of individual audit assignments; types of audits conducted; special audits requested by management covering Unemployment Insurance, Employment Services, Labour Market Development, Immigration, National Systems and Services and such internal support function areas as financial, administrative and personnel services.

EIC-110
Working Papers

Description: Support and reference documents used by auditors in compiling audit reports. *Topics:* Procedures and guidelines for conducting an audit; tests performed, such as pre-determined questionnaire format and content; information obtained from audits; and conclusions and recommendations.

EIC-120
National Audits

Description: Policies, procedures and guidelines for conducting national audits. *Topics:* Control and assessment reports on public property revenues; expenditure reports on Unemployment Insurance, Employment Services, Immigration, Labour Market Development, Special Programs, internal financial, administrative and other support services, and efficiency and effectiveness reports on all operational and financial procedures.

EIC-130
Regional Audits

Description: Policies, procedures and guidelines related to regional audits. *Topics:* Control and assessment reports of program and service delivery through local offices, including reception and inquiry services, Social Insurance Number applications and processing of Unemployment Insurance claims as well as reports on the recruitment, selection, enforcement, exclusion and removal processes conducted by Canada Immigration Centre officers.

Policy, Planning and Resourcing Directorate

This Directorate develops, implements and controls auditing concepts, policies, practices and standards for the Commission. Major audits crossing organizational lines, or of a developmental nature are conducted by this directorate. The audit and resource management activities involve planning based on financial or resource significance (materiality), the probability of not attaining goals (risk), co-ordination and quality control. This Directorate is also responsible for the selection, recruitment, development and deployment of Bureau staff.

National Audit Directorates

These Directorates assess and make recommendations to EIC management on the relative risk of proposed or existing programs, services, policies and practices with reference to decision-making and accountability information. They determine if there are sufficient controls over public property, revenues and expenditures, the extent to which there is compliance with authorities, and auditability. Management and programs are assessed in terms of effectiveness, efficiency and economy.

Regional Audit Directorate

This Directorate judges the risk connected to the delivery of the Commission's program through Canada Employment and Immigration Centres and external projects financially supported by the Commission. Planning and co-ordination of internal audit activities, including the monitoring of the review process, is conducted for the regions. Assessment criteria are effectiveness, efficiency and economy.

Immigration and Demographic Policy Group

This group, composed of four Branches and two Directorates, administers Canadian immigration law and the selection of immigrants, and regulates the entry of refugees, temporary workers, foreign students, other visitors and tourists. Other responsibilities include assisting Canadian residents on their return to Canada; applying enforcement and control measures to protect the health, safety and good order of Canadian society; and assisting in settling recently arrived immigrants.

Immigration levels are influenced by Canadian labour market considerations, regional demographic needs and consultations with individuals and organizations, both domestic and international. Each year, in his report to Parliament, the Minister announces proposed immigration levels for a specific time period; normally, special groups such as refugees are reflected in the projections, but in some cases, numbers of refugees might be increased due to unforeseen circumstances.

Manuals

- Immigration Manual (IL) - legislative component (including the Immigration Act, 1976) for the guidance of immigration officers
- Immigration Manual (IS) - guidelines, procedures, instructions and background information on all aspects of immigration, such as recruitment and selection of immigrants abroad, inland control, appeals and litigation, removals, passports and travel documents, and security deposits (bonds)

- Immigration Manual (IC) - security guidelines and procedures containing information defined as internal communications, such as security and criminal criteria relating to immigrants and visitors, and guidelines for detecting visa and passport forgeries
- Immigration Manual (D) - guidelines and procedures on the collection of immigration information

Classes of Records

EIC-140
Immigration

Description: Policy and correspondence on general immigration and demographic activities. *Topics:* Inquiries on adopting foreign children such as refugees or orphans; refugee status and permanent residence requested for foreign nationals in Canada who wish to remain for political, ideological, economic and social reasons; bonds or security deposits for non-immigrants by "guarantors" such as transportation companies, churches or relatives; association briefs and submissions, including suggestions and proposals for amending immigration policies or procedures; federal-provincial relations on immigration policies and procedures such as reciprocal agreements, exchange of information or amendments to policies and procedures; policy on deserters and draft dodgers, including persons entering Canada legally or illegally but who wish to remain as "landed immigrants" to evade compulsory military service or registration in the U.S. or elsewhere; Minister's permits representing his authorization for persons who wish to immigrate but who do not qualify under normal selection criteria; ports and posts operations abroad, including staffing requirements and operational responsibilities of immigration officers; religious groups and sects, including comments or questions from individuals or associations on the application of the Immigration Act and Regulations to members of religious groups or sects; tracing of individuals, including requests from individuals or organizations seeking to locate persons who have immigrated to Canada.

EIC-150
Records of Entry

Description: Vital statistics (surname, given names, date of birth, Canadian port of entry, etc.,) of all persons entering Canada. *Topics:* Definition of permanent residents; Canadian citizens; deemed residents; returning residents; unregistered children born abroad of Canadian parents; non-immigrants; visitors; students; temporary workers; ministerial permits; ship deserters; deportation (expulsion orders, deportation orders, deportation reports, departure notices, confirmation of departure). *Retrievability:* Master index files arranged by surname; ships' names by port of entry; port of entry (arrivals); crew lists by ship's name. Special Access Notes: Records of entry dated before January, 1908 are in the custody of the Public Archives of Canada.

Recruitment and Selection Branch

This Branch, through its five component Directorates, administers policy, sets priorities and provides guidance to immigration field offices on the admission of immigrants and visitors. In particular, this includes the establishment of levels of immigration, by classes and categories, in response to such concerns as occupational demand in the Canadian labour market; humanitarian considerations related to the relief of refugees; social policies, as reflected in the family reunification program; or the need for temporary admission for study or for seasonal or other short-term employment.

Levels of immigration are formulated on the basis of analysis and consultation related to each of the three classes of the immigration intake. In the labour market, the object is to select workers with specific skills needed to meet labour force shortages in Canada.

The number of refugees admitted each year is set out in an annual refugee plan specifying a global number of refugees to be accepted and allotment areas from which they are to be selected. This plan is formulated in consultation with private groups, provincial governments and the United Nations High Commission for Refugees.

The number of family-class applicants admitted has a direct relationship to the number of applications submitted each year by family members already residing in Canada.

Recruitment and Selection Policy Directorate

This Directorate develops policy on levels and composition of immigration to Canada. Consultation occurs with provincial governments and other agencies, both public and private. It is responsible for preparing submissions to Cabinet and an annual report to Parliament, and for developing admission policy on students and non-immigrant workers.

Classes of Records

EIC-160
Recruitment and Selection

Description: Information on the interviewing of applicants for admission to Canada and processing of applications. *Topics:* Policies and procedures on area visits to foreign countries by immigration officials to assess the "acceptability of admission" of persons seeking entry to Canada (includes application of selection standards, such as sponsorship criteria for family reunification requests by Canadian citizen or landed immigrant sponsors); policy and background on recruitment by occupational groups in accordance with demand for specialized labour (especially doctors, dentists, and lawyers); descriptions of point systems for assessing applicants (factors considered include education and training, employability, and the personal assessment of the examining immigration officer).

EIC-170
Refugees and Displaced Persons

Description: Policies, procedures and general information on the admission of refugees and displaced persons. *Topics:* Policies and procedures on emergency situations in which large numbers are displaced from their homes or homeland due to war, revolution or natural disaster; descriptions and policy on promises and guarantees for sponsorship, transportation arrangements, medical aid and settlement programs by churches, organizations, institutions or individuals on behalf of refugees; background on information exchange programs between EIC and provincial or international governments and agencies such as the International Institute of Humanitarian Law; Annual Refugee Plan; United Nations High Commission for Refugees and the Refugee Status Advisory Committee. *Retrievability:* Files arranged by subject, country, organization or group.

EIC-180
Demography and Population

Description: Information on development, articulation and co-ordination of federal immigration demographic policy and its impact on Canadian population composition. *Topics:* Co-operation and liaison with associations, provinces, societies, federal departments and agencies, regional offices, the United Nations and other international organizations; research studies initiated by EIC on demographic objectives or international developments affecting the level and distribution of populations.

Federal-Provincial Relations Directorate

This Directorate develops federal guidelines for federal-provincial consultations required by the Immigration Act and co-ordinates such consultations; develops or modifies immigration agreements with the provinces both in general and in specific policy areas such as refugees, settlement, and foreign workers; manages and monitors existing agreements with provinces; provides advice to management on the need for new programs or other efforts; and develops new approaches to meet current and future needs.

Enforcement Branch

Through two Directorates, this Branch administers the Immigration Act and Regulations as these pertain to the examination of persons seeking entry into Canada; facilitates entry of diplomats, temporary workers, foreign students and other legitimate visitors; denies use of Canadian territory to persons who are likely to engage in criminal, subversive or terrorist activities; prohibits inadmissible persons from entering Canada; removes from Canada those in breach of the provisions of the legislation; and explains and interprets, for immigration officers, other federal and provincial departments and agencies and concerned individuals, those sections of the legislation and policy that are the responsibility of the Branch.

Program Operations Directorate

This Directorate administers the Act as it relates to preventing the movement to, admission to or continued stay in Canada of persons who are not permitted under the Act to enter or remain here. This responsibility involves the identification, apprehension, detention and prosecution of such persons as well as protecting the Minister's interest in subsequent appeals and litigation to which these persons are entitled; analysis and distribution of intelligence information necessary for enforcement of the Act gathered from overseas posts, regional intelligence officers and law enforcement agencies; control of visitors within Canada; and assessment of enforcement and control activities against established standards.

Manual

- Law Enforcement Intelligence Unit Manual - defines the unit's terms of reference and identifies its membership

Classes of Records

EIC-190
Enforcement Intelligence

Description: Information on the denial of entry into Canada to persons known to have been involved with criminal or other illegal activities. *Topics:* Exchange of police intelligence information concerning persons who may try to enter Canada illegally to pursue unlawful activities.

EIC-200
Identification and Travel Documents

Description: Documents required to identify and admit persons who want to enter Canada. *Topics:* Description of regulations concerning identification and travel documents (such as passports, visas, crew lists and manifests, identification documents, immigration forms IMM-1000); and standards and procedures governing the validation or endorsement of such documents.

EIC-210
Enforcement

Description: General correspondence on enforcement activities. *Topics:* Policies and procedures on the arrest or detention of persons in violation of the Act and Regulations; escapes from custody by those detained or arrested; co-operation among law enforcement agencies on immigration enforcement prosecutions under the Act and Regulations.

EIC-220
Enforcement - Exclusion and Removal

Description: Information on policy and correspondence related to the examination of persons refused entry to Canada or ordered to be removed. *Topics:* Adjudications on the conduct of immigration inquiries (case reports, presentations of evidence, decisions); appeals and litigation submitted to the immigration Appeal Board and Federal Courts of Canada (denials of family-class dependence, deportation of persons illegally in Canada); Enforcement Information Index ("Look-out Index") for alerting examining officers of "undesirables" who might seek entry to Canada or, once here, seek to remain; definition of inadmissible classes of immigrants considered potential threats to the health and safety of Canadians; background material on immigration inquiries, including case presentation, venue, legal counsel, criminal equivalencies, withdrawals of inquiries; matters related to the Special Advisory Board such as the examination of criminal intelligence reports on immigrants involved in criminal or subversive activities.

Program and Liaison Directorate

This Directorate administers the legislation as it relates to examination procedures at ports of entry; transportation companies, vehicles and crews coming into Canada; inland investigation; arrests and prosecutions, inquiries and appeals; and removals and departure notices. The Directorate provides explanation, interpretation, instruction and guidance on the immigration legislation for immigration officers, other federal and provincial agencies and concerned individuals. In addition, the Directorate recommends policy to the Minister and suggests amendments to the legislation in keeping with the intent of the immigration enforcement process, and manages a sophisticated computer system for the analysis of the enforcement function.

Manuals

- Transportation Directives - informs carriers of their responsibilities under the Immigration Act when conveying passengers to Canada.
- Travel Information Manual - international publication which includes Canadian passport and visa requirements

Classes of Records

EIC-230
Transportation

Description: Information on the transportation of immigrants to, from or within Canada. *Topics:* Transportation by air, land or sea; companies' obligations for the provision of examination facilities; payment of detention, removal and medical costs; deposit of security bonds for persons conveyed on companies' vehicles; responsibilities and regulations of travel agencies. *Retrievability:* Files are arranged by subject, company, committee or organization.

EIC-240
Special Events

Description: Information on the examination, admission and control of persons seeking temporary entry to attend or participate in special events taking place in Canada. *Topics:* Policies and procedures on special events; championships and contests; Commonwealth Games; expositions; Olympic Games.

EIC-250
Examinations

Description: Information on the conduct of immigrant examinations; interpretation of customs regulations. *Topics:* Policies and procedures related to the examination of potential immigrants and other persons seeking entry to Canada, including customs regulations on the clearance of settlers, their personal effects, baggage and pets; activities of the Interdepartmental Inspection Services Committee (IISC) and projects methodology on, for example, transit studies (passenger traffic at Canadian airports); medical examinations of persons applying for admission to Canada (X-rays, medical functions, communicable diseases, quarantine regulations); "security" and "criminal" screenings for clearance of persons seeking temporary admission.

Operational Procedures Directorate

This Directorate is concerned with representations on the admission of immigrants, workers and students. It has the authority to resolve exceptional cases by means of Minister's permits, Special Review Committee discretion and Order in Council. It also interprets, disseminates and monitors immigration legislation by issuing and revising guidelines, procedures and instructions.

Manuals

- EIC Manual for the Processing of Ministerial Correspondence
- EIC Guidelines for the Preparation of Correspondence
- Employment Manual (validation of employment offers)
- Canadian Classification and Dictionary of Occupations
- Occupational Demand and Area Report
- EIC Procedures for the Preparation of Governor in Council Submissions
- Criminal Code of Canada
- Federal-Provincial Immigration Agreements

Settlement Branch

This Branch is concerned with promoting a smooth transition to a new life in Canada for refugees and others who immigrate here. It administers the various programs of financial assistance to immigrants such as transportation loans and contributions to cover the basic needs of life. Contributions are also made to voluntary organizations involved in providing settlement services to newcomers including interpretation and counselling. Forms of assistance other than financial are also provided such as reception and accommodation services and the matching of refugees to Canadian sponsors.

Manuals

- Employment Manual - especially the following portions: Transportation Loans, Adjustment Assistance Programs, Immigrant Settlement and Adaptation Program
- Treasury Board Terms and Conditions regarding the Adjustment Assistance Program, Immigrant Settlement and Adaptation Program
- Federal-Provincial Immigration Agreements

Classes of Records

EIC-260
Settlement Assistance and Transportation Loans

Description: Policy and correspondence on programs designed to help immigrants adjust to Canadian life. *Topics:* Settlement assistance; emergency adjustment assistance for accommodation, clothing, medical services, education and training; co-operation with ethnic organizations; government funding for voluntary immigrant agencies; reception and counselling services in Canada and abroad; assisted passage loans provided to persons accepted as permanent residents. *Storage Medium:* Videotaped TV programs on racial relations.

Priorities and Program Co-ordination Branch

Through its three Directorates and the Legislative Co-ordination Adviser, this Branch provides operational and administrative support to the Immigration Program, in the following forms: program planning; performance measurement; creation and maintenance of computerized program data banks; staff training; operational guidance to personnel working at regional and local offices; review and amendment of the Immigration Act and Regulations; management-union consultations; and secretariat services.

Program Co-ordination Directorate

This Directorate co-ordinates Immigration and Demographic Policy inputs into EIC and government programs and co-ordinates and implements EIC and government policies, procedures and guidelines at Headquarters. Support is given to the Minister by providing material pertaining to the immigration program and the processing of correspondence addressed to him on immigration matters. The Directorate provides secretariat services to immigration management committees; supports the delivery of the immigration program (development of staff training materials, manual production, forms management, co-ordination of production and delivery of immigration officers' uniforms); and co-ordinates the Immigration Group's response to requirements associated with the Access to Information and Privacy legislation.

Manuals

- Primary Immigration Examination Directives - for customs officers at ports of entry in the initial examination of persons seeking admission to Canada
- Transportation Directives - informs carriers of their responsibilities under the Immigration Act when conveying passengers to Canada
- World Index - advises immigration officers and RCMP liaison officers, country by country, on security and criminal examination facilities, medical facilities, coding information and visa requirements
- Immigration Forms Catalogue - provides facsimiles of all immigration forms, including administrative forms in the "IMM" series
- EIC Manual for Processing of Ministerial Correspondence

Legislative Co-ordination Directorate

The Adviser on Legislative Co-ordination maintains and provides information and advice on the origin, intent and interpretation of the Immigration Act and related legislation. The Adviser also establishes and manages systems concerned with the design and analysis of proposals for new or amended legislation.

Manuals

- Privy Council Office Directives on Submissions to the Governor in Council and Statutory Instruments
- EIC Procedures for the Preparation of Governor in Council Submissions
- Cabinet Directives on the Preparation of Legislation
- Manual for the Preparation and Handling of Cabinet Papers

Resource Planning and Productivity Improvement Directorate

This Directorate provides immigration input to EIC planning, budgeting and expenditure control processes and is responsible for monitoring and analysis of the immigration program.

Manuals

- EIC Corporate Planning Process (CORPLAN) Guidelines
- Employment and Immigration Information System Manuals

Program Data Directorate

The responsibilities of this Directorate include the development, co-ordination, collection, verification and maintenance of computerized records on immigration activities and the creation and production of reports concerning such activities or their analysis. Information from computerized records is made available to EIC offices at various levels and to the Public Affairs (information services) component of EIC for delivery to the public.

Manuals

- Electronic Data Processing Policy, Standards and Procedures Manual
- Immigration Computer Systems Terminal Users Manual

EIC-270
Data Systems

Description: Systems used for gathering or amending statistics and other types of information necessary for the operational support of the immigration function and programs. *Topics:* Information systems; standard statistical coding for completing forms; information-gathering systems - employment clearance, occupation, transportation tables, native language; data systems - immigrants abroad and in Canada, permanent residents, monthly program reports, special information retrieval procedures, foreign nationals visiting Canada. *Storage Medium:* Microfilm, magnetic tape or disk.

Adjudication Directorate

This Directorate conducts inquiries to determine whether a person seeking to come into Canada may do so, or whether a person already in Canada will be allowed to stay or be required to leave. It also conducts release hearings concerning individuals detained under the Immigration Act for longer than 48 hours.

EIC-280
Adjudication

Description: Policy and correspondence on general adjudication activities. *Topics:* Policy, acts and regulations related to adjudication; correspondence and proposals for changes to the Immigration Act and Regulations submitted to the Legislative Review Committee; general correspondence on employment or educational authorizations of entry to Canada, particularly for students; correspondence and policy on decision making generally and on decisions under Subsections 19(3) (30-day discretionary admission) and 32(6) (deportation or departure notice) of the Immigration Act, 1976; correspondence on the appointment of representatives under Subsection 29(5); correspondence concerning "failure to support" under Paragraphs 27(1)(f) and 27(2)(e) of the Act; definition of and correspondence on "improper means" under Paragraphs 27(1)(e) and 27(2)(g); interpretations of Paragraph 27(2)(f); elusion of inquiry; identification of entry requirements under Paragraph 19(2)(d); definition of the role of adjudicators; historical background on the adjudication system; description of transitional procedures on the application of the amended Act, 1976; correspondence on visas under Section 9 of the Act and Sections 13 and 14 of the Regulations.

EIC-290
Adjudication Inquiries

Description: Policy and correspondence on the conduct of adjudication inquiries. *Topics:* General inquiries; policy and instructions on the adjournment of inquiries; policy and procedures on requirements for and conduct of appeals; correspondence on the use of interpreters at inquiries; definitions, rules and interpretation of "evidence"; compellability of witnesses and standards of evidence applied to adjudication inquiries; appeal of adjudication decisions to other bodies such as the Federal Court of Appeal, the Supreme Court of Canada and the Immigration Appeal Board; definition of criminal offences under the Immigration Act; criminal equivalences, especially with respect to the relation of foreign offences to the Canadian Criminal Code; correspondence on immigration examinations under Sections 12, 13, 14, 20 and 23; correspondence on jurisdictional problems related to persons leaving Canada; correspondence on the re-opening of inquiries under Section 35 of the Act and Section 35 of the Regulations.

EIC-300
Detention

Description: Policy and correspondence on the arrest and detention of persons in Canada illegally. *Topics:* Detention; interpretation of adjudicators' jurisdiction with respect to detaining a person under the Act; instructions on the receipt and use of security deposits and bonds posted for the release of a person detained; correspondence on the requirements of holding both 48-hour and seven-day reviews of the detention of a person; description of systems to monitor adjudicators' decisions on detention, with particular regard to precedence; procedural requirements of detention hearings and subsequent decisions; correspondence on the removal of persons illegally in Canada; correspondence, policy and interpretations dealing with removals on medical grounds.

EIC-310
Status

Description: Policy, correspondence and background on immigration status, including refugees and other classes. *Topics:* Background on status under the immigration Act of 1952; definition of "implied status"; description of special cases such as Haitians; policy, correspondence and interpretation with regard to refugees and displaced persons; correspondence and policy on "permanent residents," including right of entry; correspondence on claims of Canadian citizenship at inquiries; interpretation and policy on "inadmissible classes"; correspondence on Minister's permits allowing persons in Canada illegally to remain for a period of time; rights and obligations of students in Canada.

Benefit Programs Group

This Group develops and executes legislation, policies and programs and systems for payments, and control of payments, in the areas of Unemployment Insurance, Training and Mobility Assistance, and Settlement Assistance for immigrants.

It also administers, through a central point, the UI premium reduction program which provides for the granting and control of premium reductions to employers with qualified wage loss replacement plans. The group, moreover, represents the Commission in submitting or contesting appeals to higher courts with respect to decisions made concerning payments to individuals or the granting of premium reductions to employers.

The Group also develops and recommends to the Commission objectives, goals, strategies, regulatory changes, priorities and action plans to provide a basis for long and short-range operational planning and to provide a basis for measurement of performance.

Manuals

- Policy Guidelines (MANUIC I) - approved EIC policies for administering the payment or the granting of benefits to individuals and employers; contains policies dealing with disciplinary measures when the Act is contravened, criminal activities, disruption of postal services, appeal issues and the protection and safety of EIC employees
- Benefit Manual (MANUIC IV) - procedures governing the processing of initial, renewal and revised claims and related appeals
- Digest of Benefit Entitlement Principles - principles to be applied in determining entitlement to unemployment insurance benefits, based on and derived from an analysis of applicable legislation and jurisprudence
- Benefit Policy Circulars - used by the Benefit Policies Branch to communicate changes in policies and procedures concerning entitlement determination and appeals
- Umpire's Decisions (Canadian Umpire Benefits - CUB) - published decisions of the Umpire on particular cases involving entitlement to unemployment insurance benefits
- Index of Umpire Decisions - pertinent decisions handed down by Umpires, the Federal Court of Canada and the Supreme Court since 1971 on entitlement to unemployment insurance benefits
- Investigations and Control Manual - policies, programs, directives and procedures governing the investigation and control of payments made to individuals
- Employer Guide - (Automated Report on Hirings - ROH) - guidelines for employers who participate in the program for detecting fraud and abuse by forwarding computer-generated listings of newly-hired workers to EIC
- Employer Guide (Automated Earnings Reporting System) - guidelines for employers who participate in the program for detecting fraud and abuse by forwarding employee earnings information to EIC via computer tape
- Premium Reduction Manual - policies, principles and procedures for processing applications for, and determining entitlement to, a UI premium reduction; also procedures and guidelines for auditing employers granted a reduction
- Employer Guide for Premium Reduction - guidelines for employers wishing to apply for a UI premium reduction

Benefit Policies Branch

This Branch, through three Directorates, develops legislative proposals, policies, directives and guidelines governing the eligibility for, and the payment of UI benefits, training, mobility and immigration assistance allowances to individuals. The Branch also develops and maintains an appeal system for the Commission, employers and dissatisfied claimants. Similarly, the Branch develops legislative proposals, policies and guidelines for granting UI premium reductions to employers, for reviewing decisions denying a reduction and for auditing employers granted a reduction.

Policy and Legislation Development Directorate

This Directorate develops policies related to the payment of UI benefits, the payment of training and mobility allowances to certain individuals and settlement allowances to immigrants, the coverage and insurability of employed persons, and the granting of UI premium reductions to employers. In addition, the Directorate develops the UI legislation required for implementing these policies and processes them through the Commission, the Department of Justice and ultimately the Governor in Council or Parliament. The above involves the review and analysis of briefs submitted to the Commission, the preparation of discussion and position papers, and liaison with the provinces and other countries on matters affecting UI legislation.

Classes of Records

EIC-320
Policy and Legislation Development

Description: Policies, draft legislation and correspondence related to the UI program and other benefits or allowances provided by EIC. *Topics:* Legislative reviews, procedures, information and policy papers on eligibility for sickness and maternity benefits; entitlement to benefit, payments to certain classes of individuals such as students and teachers, deceased or incapacitated claimants, monies considered as earnings for benefit purposes, payment of allowances to employers providing training programs or to persons undertaking approved training, mobility grants, settlement allowances to immigrants, coverage and insurability of employed workers and the granting of UI premium reductions to employers.

EIC-330
Briefs and Representations

Description: Information on recommendations for change in the UI program and legislation. *Topics:* Views and reaction to UI legislation; briefs on amendments to programs or legislation received from interested parties.

Benefit Entitlement Directorate

This Directorate develops and issues national policies, programs and guidelines on the entitlement to, and the payment of, UI benefits to individuals who are unemployed and to workers who are off work due to sickness, disability or pregnancy. The Directorate also prepares and distributes circulars and work instruments for use by UI agents and provides guidance or decisions to the regions in complex cases. Case analyses with national application are prepared and distributed to the field for reference purposes.

The Directorate also develops legislative proposals, policies and guidelines pertaining to the UI premium reduction program, determines entitlement to such reductions by employers with qualified wage loss replacement plans, develops and administers a review system for employers and audits employers granted a reduction.

EIC-340
Benefit Entitlement

Description: Policies and correspondence concerning entitlement. *Topics:* Eligibility for benefits; interruption of earnings; antedating of an application; week of unemployment; earnings; voluntarily leaving an employment; misconduct; labour disputes; refusal of employment; availability; making application in the prescribed manner; inmates of prisons; residence outside Canada; sickness; maternity; entitlement at age 65; fishermen; other benefits (such as supplemental unemployment benefits); retroactivity of decisions; financial penalties under Section 47 of the UI Act; boards of referees.

N.B.: For more information on the above, consult the Digest of Benefit Entitlement Principles.

EIC-350
Ancillary Policies on Benefit Entitlement

Description: Policies and correspondence on issues not included under the previous class of records. *Topics:* Work sharing arrangements; job creation; courses of instruction; entitlement to benefit for teachers; overpayments resulting from retroactive decisions.

EIC-360
Benefit Entitlement - Claims Analyses

Description: Case files containing recommendations and decisions on complex or unique situations. *Topics:* Legislative and regulatory basis for the area of concern; background and jurisprudence; relevant data of the case; decision and rationale.

EIC-370
Employer Registration (Premium Reduction Program)

Description: Information on the granting and control of UI premium reductions for employers with qualified wage loss replacement plans. *Topics:* Legislative and regulatory proposals; policy statements; operational procedures; employer files containing applications, documentation, inquiries, complaints, appeals; general inquiries; internal quality control; development of an approach to auditing employers; audit reports; monthly microfilm and microfiche listings of employers with qualified or non-qualified wage loss replacement plans; operational and statistical reports. *Storage Medium:* Employer listings on microfilm and microfiche; certain statistical reports on magnetic tape or disk. *Special Access Note:* All files are located in the Employer Registration Division, Vanier, Ontario; microfilm and microfiche employer listings are also available at local offices.

Appeals Directorate

This Directorate develops and maintains a national UI appeal system. This includes developing and implementing national policies and programs arising from legislation and established jurisprudence. The Directorate also provides all services necessary to process appeals at each level of the system, namely, the Board of Referees, the Umpire and the Federal Court of Appeal. Canadian Umpire Benefit Decisions (CUBs) are published and provided to the field for reference purposes.

EIC-380
Appeals

Description: Policies, procedures and correspondence on the national appeals system. *Topics:* Policies and programs related to appeals to the Board of Referees, the Umpire and the Federal Court of Appeals; procedures for each level of the appeal process; appeal files containing documentation related to the point at issue; files containing decisions handed down; analyses of the Umpire's decisions; publication and distribution of Umpire's decisions; individual requests for guidance; activity reports.

Control Branch

The Branch, through its four components, develops, tests and executes policies, programs and procedures for the prevention, detection and deterrence of fraud and abuse in the areas of UI benefits, allowances paid to full-time trainees under the National Training Program, mobility assistance to workers, and settlement assistance to immigrants. The Branch also develops priorities and objectives for the various control activities and assesses overall control performance.

Control Policy Directorate

This Directorate reviews and develops policies and guidelines for the investigation and control of payments made under the legislation governing unemployment insurance, institutional and industrial training, mobility and immigration settlement assistance. The Directorate also provides functional guidance to the regions.

EIC-390
Control Policy

Description: Policies, recommendations, correspondence on investigations, prosecutions, administrative penalties, exchanges of information and co-operation in the area of investigations and control. *Topics:* Analysis of problems and issues; analysis of institutional and operational impact; policies on investigations and prosecutions; also policies and strategies - agriculture, fishing, fur trapping; policies governing the conduct of investigators, the exchange of information with federal departments, the provinces or law enforcement agencies; liaison with internal organizational components.

Planning and Co-ordination Directorate

This Directorate develops and maintains the overall plans and strategies and co-ordinates the various activities, within the Control Branch. It also develops operational guidelines, sets priorities and objectives, and by means of an information system, assesses the performance of the Branch.

EIC-400
Planning and Co-ordination

Description: Information on overall planning and co-ordination of activities and strategies. *Topics:* Control strategies for the 80s; consultations on national and regional goals and objectives; minutes of meetings of the Planning and Co-ordination Committee, of the Performance Measurement Committee; minutes of national conferences, meetings and seminars; operational planning activities; project outlines; misuse and abuse - random sampling; deterrence activities;

studies on offences under the UI Act; liaison with other law enforcement agencies; general matters dealing with control of abuse and fraud; analysis of operational statistics; prosecutions and fines; financial penalties under Section 47 of the Act; criminal activities. *Storage Medium:* Magnetic tape or disk for certain statistical or activities reports.

Control Programs Directorate

This Directorate identifies, researches, develops, implements and maintains programs, strategies and guidelines to detect, deter and prevent abuse and fraud in the payment of UI benefits, training allowances, mobility assistance and immigration settlement assistance. This includes computerized and non-computerized programs and systems directed at national, regional and local levels. It also develops, implements and maintains a national Quality Control Program, an Investigation and Control Officer Training Program, an Investigation and Control Manual, and other ancillary services necessary to the control function in the field.

Classes of Records

EIC-410
Control Programs

Description: Information on procedures, and correspondence on investigations and prosecutions. *Topics:* Guidelines on investigations; authority of investigators; third-party or anonymous information; liaison with law enforcement agencies; financial penalties provided for under Section 47 of the UI Act; guidelines and procedures for prosecutions; operational and statistical reports.

EIC-420
Control Programs - Payment of UI Benefits

Description: Information on guidelines and strategies for the development of control programs. *Topics:* Voluntary disclosures; research projects; pilot projects like the Family Allowance-UI Benefit File match; control program proposals; approved programs and lead-gathering initiatives for detecting and preventing fraud and abuse; control programs for certain industries, occupations or special classes, e.g., agriculture, fur trapping, forest fire fighters, multiple UI claims, undeliverable T4Us.

EIC-430
Control Programs Other than UI Benefits

Description: Information on the development and implementation of control measures for programs other than UI benefits. *Topics:* Guidelines and correspondence on the control of benefits provided by EIC in the following areas: Canada Manpower Mobility Program - financial aid to workers moving to areas where their skills are needed; National Industrial Training Program - payment of part of the training costs for employers subscribing to approved training projects; National Institutional Training Program - income support to full-time trainees on approved adult occupational training projects; Immigration Settlement Assistance - financial aid to immigrants adapting to life in Canada. *Storage Medium:* Manpower and immigration data on magnetic tape or disk.

EIC-440
Control Programs - Record of Employment

Description: Guidelines and correspondence on the development of controls for the Record of Employment (ROE). *Topics:* Distribution control of ROE forms; investigation of late completions by employers; detection of fraud by validating ROE forms received against ROE forms issued; detection of fraud and abuse by matching employment and earnings information on the ROE form against employment and earnings information declared by UI claimants (computer post-audit); liaison with Revenue Canada Taxation. Special Access Notes: Records may also be located in the Computer Centre at Headquarters or in one of more of the five Regional Computer Centres (Moncton, N.B.; Montreal, P.Q.; Belleville, Ontario; Winnipeg, Manitoba; Vancouver, B.C.)

EIC-450
Control Programs - Social Insurance Numbers

Description: Information on the development of controls for the Social Insurance Number (SIN). *Topics:* General correspondence; discussion papers; inquiries; investigations on the issue of SINs to immigrants who are not permanent residents; issue of distinctive SINs (commencing with a "9") to Canadian citizens; persons with multiple SINs; possible fraud involving SINs of deceased persons; transmission of questionable SINs.

Report on Hirings Directorate

This Directorate develops and maintains control programs based on periodic reports from employers on the hiring or employment of workers. The Directorate enters into agreements with employers on behalf of the Commission and uses the data on unreported work or earnings to prevent or reduce the incidence of improper benefit payments. Strategies, systems and procedures are developed and implemented as appropriate.

EIC-460
Report on Hirings (ROH)

Description: General correspondence on the ROH program and activities. *Topics:* Correspondence on ROH policy; pilot projects; program publicity; evaluation of the program and its impact as a deterrent to fraud; reports and meetings with regions on monitoring; legal implications of policy matters.

EIC-470
Manual Report on Hirings

Description: Manual system used by employers to report hirings. *Topics:* Problems and revisions of the manual sub-system; interface with the computer group (National Systems and Services).

EIC-480
Automated Earnings Reporting System

Description: System used by employers to report earnings information to the Commission by computer tape. *Topics:* Problems and revisions of the computerized sub-system; testing procedures; systems interface with the computer group; reports on possible overpayments of UI benefits.

EIC-490
Automated Report on Hirings

Description: System used by employers to report hirings by computer printouts or punch cards. *Topics:* Guidance to participating employers; interface with individual employers on the computerized programs.

Labour Market Development Group

This Group, comprising four Branches of twenty Directorates, designs and administers programs to improve employment opportunities in the Canadian labour market. The programs - either operated directly by the Group or purchased from provincial governments through negotiated agreement - deal with skills training; apprenticeship courses; technical or financial assistance; community-based employment incentives; and job-creation schemes for student, adult, community or disadvantaged workers.

The Group assesses the impact of the Immigration program on the labour market, so that Canadian labour is given priority over foreign workers entering Canada. It assists community organizations, government institutions and the private sector - both management and labour - in their manpower planning and labour adjustment problems.

Manuals

- Employment Manual (EA) - five volumes in fifty chapters, covering the following:
  - — legislative component, including the Unemployment Insurance Act, Part VII, the National Employment Service Regulations excerpts from the Canadian Human Rights Act, and the National Training Act and Regulations;
  - — labour market information, including the Canadian Classification and Dictionary of Occupations, the Occupational Shortages Survey, the Layoff Reporting System, industrial disputes, and policies and procedures on the recruitment of foreign workers;
  - — guidelines, policies, procedures, documentation requirements and agreements related to various types of National Training Programs;
  - — background information, guidelines, procedures and agreements on employment programs in the industrial and agricultural sector;
  - — information, guidelines, terms and conditions of agreements related to various types of employment development programs at the community level

EIC-500
Labour Market Development

Description: Policy and correspondence on general programs and activities. *Topics:* Correspondence on labour market policies, priorities, guidelines and programs; briefs, submissions, reports and other documentation related to labour market strategies, policies and programs; documentation on federal-provincial negotiations and agreements on training programs and strategies; minutes of operational meetings, standing or other committees, conferences, task forces, and seminars conducted in consultation with other government institutions, associations, private sector firms and community bodies; certification of educational institutions and accreditation of training courses.

Training Branch

This Branch, through six component Directorates, establishes policy, sets priorities and provides guidance to Regional Offices on the administration of training programs set up under federal-provincial training agreements and in accordance with the National Training Act. This Act permits the Branch to purchase for its clients space, or "seats," in provincially or privately operated training courses, to teach skills in occupations for which there is demand, and to contract with employers and groups to provide on-the-job occupational training. The Branch ensures that training agreements are consistent with EIC objectives and with the needs of the labour market; that training allowances are determined; and that training programs are certified, monitored and evaluated. It also makes recommendations to EIC on regional allocations of program funds, annual training plans and the directions training strategies should take to meet occupational needs.

Manuals

- Federal-Provincial Training Agreements - guidelines on the negotiation and administration of federal-provincial training agreements, for regional office use

Classes of Records

EIC-510
Training

Description: Information on the development of legislation, regulations, national strategies and policies relating to employment training programs. *Topics:* Negotiations and agreements - federal-provincial; policies and procedures for training agreements; courses and certifications; course evaluations and costs; background on training and employment development.

Industrial Training Directorate

This Directorate develops national policies for several industrial training programs which provide financial and consultative assistance for employers who initiate training courses for their employees. By reimbursing part of the costs employers incur, the Directorate improves the employability and earning capability of workers and the training capacity of employers. Training proposals must fall within program guidelines and meet current training priorities established according to regional needs as determined by the federal-provincial joint labour needs committees.

Classes of Records

EIC-520
Industrial Training

Description: Policy and correspondence on training contracts, applicability and program criteria. *Topics:* Policies and procedures for criterial applicability; background on employer training centres and delivery of training programs according to regional needs; descriptions of training and results; reports and minutes of committees such as the labour needs committees; operational planning.

EIC-530
Critical Trade Skills

Description: Policy and correspondence on critical trade skills training. *Topics:* Policies and procedures on developing specific training programs to alleviate critical trade skill shortages; background on the design and delivery of programs; descriptions of specific programs, both current and researched, on problems of chronic shortages.

EIC-540
Management Information System

Description: Policy and correspondence on managing program data and statistics. *Topics:* Specifications on program data requirements, nationally and by program; policy and guidelines on reporting statistics; cumulative information on industrial training; plans and models of alternate or adapted reporting systems.

EIC-550
Youth Projects

Description: Information and correspondence on training programs for disadvantaged youth. *Topics:* Policies and guidelines on youth training projects; contracts with employers who provide training centres for disadvantaged youth; description and results of training projects related to youth employability or reintegration into the labour market.

Institutional Training Directorate

This Directorate develops national policies and directions for institutional training programs and services to give workers skills to increase their employability and to meet needs of industry for suitably skilled labour, by purchasing space or "seats" for its clients from provincial governments or private institutions offering training courses. Program elements include: Occupational Skill Training, which provides skills needed to perform satisfactorily in available jobs; Basic Training for Skill Development, which raises academic levels of trainees to meet occupational training course or job entrance requirements; Job Readiness Training, which helps trainees overcome special barriers to employment by providing the opportunity to learn basic skills necessary to find and hold suitable employment; Work Adjustment Training, which is designed to provide short periods of assistance to workers whose attitudes and work habits conflict with the requirements of employers; Apprenticeship Training, which provides classroom instruction for registered apprentices; and Language Training, which enables immigrants and Canadian migrants to learn either of the official languages of Canada in order to compete for secure employment in their usual occupation.

Classes of Records

EIC-560
Institutional Training

Description: Information and correspondence on criterial applicability, institutional training, allowances, and agreement with institutions. *Topics:* Policies and procedures on criterial applicability; background on Training Allowances, Apprenticeship Training under the National Training Act; background on Basic Training, Job Readiness and other programs; description and results of all training programs; and reports and documentation on institutional training generally.

EIC-570
Allowances and Programs

Description: Information and correspondence on various institutional training programs. *Topics:* Criterial applicability, policies and procedures on training allowances and programs; correspondence on National Training, Basic Job Readiness and Basic Training for Skills Development; information and skills certification by occupational need, job readiness training and course preparation.

Course Assessment and Improvement Directorate

This Directorate provides consultative services and assessments of the quality of training courses for improving employment training in Canada. It also provides secretariat services for the Interprovincial Standards Program (Red Seal) which aims to produce standards of training and certification for journeymen in most trades coming under provincial trade workers' qualifications legislation.

Program Analysis and Information Directorate

This Directorate designs and operates the Employment Training Computer Information Systems which provide statistical data. It develops specifications of national program data requirements and provides guidance on determining the costs of courses and programs. It prepares program data and reports on program activities, and assesses the operational effectiveness of training programs.

Program Policy Review and Development Directorate

This Directorate develops and recommends national policy directions in response to labour market trends; develops recommendations on the preparation of legislation and federal-provincial training agreements; assists in the negotiation of such agreements; and co-ordinates, develops and recommends national responses to requests related to training from international bodies.

Program Development and Implementation Directorate

This Directorate develops and implements new industry-based training programs to meet identified needs of skilled workers; assesses the impact of initiatives or delivery models and assists in the evaluation process to determine longer-term viability to meet program objectives; plans and co-ordinates the integration of successful initiatives and delivery models into existing programs and administers the Skills Growth Fund (SGF), established to bring about more rapid increase in the training capacity for key skills associated with occupations of national importance designated under Subsection 2(3) of the National Training Act. The SGF's purpose is to make funds available for establishing, converting, or expanding facilities to provide such training. It also encourages the establishment of occupational training centres for target groups who need specially adapted training to overcome particular employment barriers.

EIC-580
Skills Growth Fund

Description: Policies, procedures and correspondence on criterial applicability; also applicant files. *Topics:* Background on training facility expansion and costs; project proposal assessment and disposition; agreements with provinces and non-profit organizations.

Labour Market Planning and Adjustment Branch

This Branch assists in developing productive utilization of the Canadian labour force. It induces the private sector to undertake manpower planning, to assume greater responsibility for developing and training workers to meet their manpower needs, and ensures that in the development of policies and programs of other governmental agencies, consideration is given to their effects on the labour market. The Branch ensures that labour market aspects of the immigration program reflect the needs of the labour market.

The Branch manages the Manpower Consultative Service (MCS) which assists management and labour to deal jointly with manpower adjustment problems arising from technological and economic industrial change. It administers the Canada Agriculture Manpower Program designed to achieve optimum utilization of Canada's human resources for the agricultural labour market. The major elements of this Program include: Canada Farm Labour Pools, Local Agricultural Manpower Boards, Foreign Seasonal Agricultural Workers Programs and Federal-Provincial Agricultural Employment Development Agreements. The Branch exercises overall policy development and program co-ordination for the Industry and Labour Adjustment Program (ILAP) and the Work Sharing Program, and is EIC's support on the Canadian Industrial Renewal Board (CIRB). It also is EIC's representative on the Enterprise Development Board and the Regional Development Incentives Advisory Board, and publishes the Monthly Lay-off Report.

EIC-590
Labour Market Planning and Adjustment

Description: Policies and procedures, information and correspondence on labour market planning and adjustment. *Topics:* Strategies, action plans and negotiations with firms and industries in labour market planning; new development; correspondence and reports on development initiatives such as Northern activities.

Manpower Consultative Services Directorate

The Manpower Consultative Services (MCS) encourages joint action by employers and their employees to deal with manpower adjustment problems within their establishments. Incentives are made available to encourage employers to work with their employees to devise internal remedies for worker dislocations due to technological and other industrial changes, including mass layoffs. Adjustment committees of management and labour are set up with the assistance of EIC. Financial assistance is also provided to employers who incur costs in transferring workers to other localities. MCS negotiates and administers agreements, co-ordinates policy development for the Work Sharing Program, and prepares the Monthly Lay-off Report.

EIC-600
Labour Market Planning and Adjustment

Description: Correspondence, information and agreements on assessment and minimization of specific manpower problems. *Topics:* Documentation on specific problems such as plant expansion, results of technological changes, low productivity, plant closure and layoffs.

Industry and Labour Adjustment Program Directorate (ILAP)

This Program has two major components: labour and industry-oriented measures which are generally available, and specific adjustment measures for labour and industry in selected communities. Through a highly selective community-based approach, this Directorate helps designated communities reduce to acceptable levels the unusually high economic and social costs of adjustment. Adjustment measures generally comprise three programs: Improved Critical Trade Skills Training (ICTST); Industry - Specific Adjustment; and Canada Labour Code Amendments. The Community-Based Industry and Labour Adjustment measures, available in designated communities, include programs encouraging retraining of workers and re-employment of older workers, to provide temporary employment in other communities; and programs providing financial assistance to firms creating employment opportunities in designated communities.

EIC-610
Labour Market Planning and Adjustment - Industry and Labour Adjustment Program (ILAP)

Description: Policies, correspondence and agreements on new industrial assistance measures designed to support industrial restructuring and manpower retraining. *Topics:* Various industrial assistance measures involving programs of three separate Departments - Employment and Immigration; Industry, Trade and Commerce; and Labour Canada.

Manpower Planning Directorate

Three manpower planning components make up this Directorate: Energy, Construction and Agriculture; Manufacturing and Foreign Worker Policy; and Resources and Services. Manpower planning ensures that the private sector, both management and labour, identifies its future manpower requirements as well as develops and implements the measures necessary to meet its immediate and long-term manpower needs. The Directorate encourages organizations to integrate manpower planning with their overall corporate planning process and assists them in implementing their manpower plans by appropriate application of EIC programs and services. EIC manpower consultants maintain liaison with national and provincial employer associations, unions and other government departments responsible for economic development. They collect and analyze industrial manpower information with emphasis on industrial occupational trends having a bearing on EIC's operations.

Manpower Planning Directorate (Energy, Construction and Agriculture)

This component encourages and assists energy, construction and agricultural industry employers and unions to plan for future manpower requirements and to make more productive use of the existing labour force; consults and negotiates with agricultural organizations, foreign governments, and federal and provincial authorities, providing policy input on other federal programs applicable to the agricultural industry; and administers the Canada Farm Labour Pools, Local Agriculture Manpower Boards, Federal-Provincial Agricultural Employment Agreements, and the Caribbean and Mexican Seasonal Agricultural Worker Programs.

Classes of Records

EIC-620
Energy

Description: Policies, documentation on development of strategies, action plans and information on negotiations with the oil and gas industry, associations, organizations and companies. *Topics:* Energy projects; negotiations with oil and gas firms on manpower planning activities; studies on oil and gas exploration and development; policy co-ordination with the Canada Oil and Gas Lands Administration; interdepartmental initiatives and co-ordination.

EIC-630
Construction

Description: Correspondence and exchange of information with construction industries in Canada and union transactions. *Topics:* Negotiations with the construction industry in manpower planning; manpower planning related to the Alaska Highway Gas Pipeline construction; exchange of information with associations, councils and institutions on construction industry activities; studies on various phases of engineering construction; exchanges of information with individual firms on construction industry activities; provincial housing construction; studies and other aspects of the construction industry as it relates to unions and industrial relations; negotiations with major sponsor-contractors on manpower planning for energy "mega-projects" and for oil and gas exploration and production; documentation affecting EIC's presence on the Committee on Mega-project Industrial and Regional Benefits.

EIC-640
Agriculture

Description: Policies, documentation and correspondence on the development of strategies, action plans and negotiations with the agricultural industry and associations, organizations and companies. *Topics:* Associations, organizations, companies; Canada Farm Labour Pools; Caribbean Seasonal Workers; Federal-Provincial Agreements; Local Agricultural Manpower Boards; Mexican Seasonal Workers; Young Canadians. *Retrievability:* General files arranged by subject; associations, organizations, companies - by name; Canada Farm Labour Pools - by labour pool; Local Agricultural Manpower Boards - by region.

Manpower Planning Directorate (Resources and Services)

This component assists employers and unions in the resource and service sectors to plan for future manpower requirements and make more productive use of the existing labour force. It also assists EIC to minimize adverse effects on both workers and communities using its resources, and to formulate and apply labour market policies and programs throughout Canada. In addition, it assists other federal departments in developing economic, industrial and regional development resource and service industry policies for the labour market.

Classes of Records

EIC-650
Resources

Description: Policies and procedures, information and correspondence on resources generally and on activities related to fishing, trapping, forestry, mines, quarries and petroleum. *Topics:* Commercial fishing; hunting and trapping; forestry patrol, fire fighting, forest nurseries, reforestation; minerals, non-metallic mines, iron, uranium, silver, zinc, gold mines and quarries; offshore and inland oil, gas explorations and well drilling.

EIC-660
Services

Description: Policies and procedures, information and correspondence on the service industry. *Topics:* Strategies, action plans and negotiations with the service industry; various hospitality services, including consultant services, personal services (barber and beauty shops); accommodation and food services; transportation services, including freight, express or mail, by land, rail, air and sea; generation of electric power, gas distribution, natural or manufactured water systems, both household and irrigation.

Manpower Planning Directorate (Manufacturing and Foreign Worker Policy)

This component assists employers and unions of manufacturing industries to plan for future manpower requirements; develops and recommends labour market policies and guidelines related to the employment of foreign workers in all industrial sectors; and administers the Foreign Worker Policy Program, which supplements Canada's labour force as required to meet necessary demographic, economic and social objectives.

Classes of Records

EIC-670
Manufacturing

Description: Policies and procedures, information and correspondence on manufacturing activities. *Topics:* Strategies and negotiations with the manufacturing industry; manpower planning activities in the aircraft manufacturing, assembly and service industry; appliance manufacturing industry - small household appliances, refrigerators, washing machines, radios, televisions; chemical, glass and plastics industry - fertilizers, cleaning compounds, medicines, paints; electronics industry - computers, telecommunications equipment, photocopiers; food and beverage processing industry - processors of meat, fish, dairy products, fruit, vegetables, alcoholic beverages; primary metal; metal fabricating; farm and industrial machinery manufacturing; motor vehicle and parts manufacturing and assembly; rubber products manufacturing; commercial and military shipbuilding industry.

EIC-680
Foreign Workers Policy

Description: Policies and procedures, information and correspondence related to the recruitment and use of foreign workers in specific occupational groups.

Employment Development Branch

This Branch, through current component directorates, develops and implements national plans, policies and procedures for employment development programs within EIC. Job creation programs include the Local Employment Assistance Program (LEAP), the Local Economic Development Assistance Program (LEDA), the New Technology Employment Program (NTEP), Canada Community Services Projects (CCSP), Summer Canada, the Student Employment Program, and the Section 38 UI Job Creation Program.

EIC-690
Employment Development

Description: Policies, guidelines and correspondence on employment development. *Topics:* Description of job creation programs.

Canada Community Development Projects (CCDP) Directorate

This program supports local organizations in developing and managing activities creating short-term employment opportunities. The Directorate creates new jobs enabling the unemployed to use their skills in work which has continuing and genuine value to the individual and the community, as a program reducing employment disadvantages of women, youth, native people and persons with physical disabilities. (Its predecessor was Canada Works, introduced in 1977 as part of the government's five-year employment strategy. Canada Works, like CCDP, was a direct job creation program which was terminated in 1979.)

Canada Community Service Projects Directorate

This long-term employment program can provide funding over three years to create jobs for the unemployed through non-profit organizations. It assists these organizations to meet many social needs during times of significant and continuing expenditure restraints. Jobs created stress community services, particularly in activities concerning problems faced by women, native people and immigrants.

EIC-700
Community Development, Employment and Services

Description: Policies and guidelines, documentation, correspondence and information on Community Employment Development Programs. *Topics:* Canada Community Development Program; community development projects in fields of energy and environmental conservation; tourism and recreation; native employment; housing; community restoration and commercial development; Community Employment Program; emergency job creation projects; Canada Community Services; community service projects - day care, crisis services, home care for the elderly, immigrant services, immigrants and native people entering or re-entering the labour force. *Storage Medium:* Magnetic disks for project data and financial and statistical reports.

EIC-710
Canada Works (terminated 1979)

Description: Policies, guidelines and correspondence on the Canada

Works Program and financial data. *Topics:* Development and management of community projects; job creation projects in various areas; documentation and financial data on projects.

Local Employment Assistance Program (LEAP) Directorate

This permanent program creates employment opportunities for those who, despite normal opportunities in the labour market, remain unemployed, and provides them with abilities and skills necessary to seek and secure jobs. Target groups include the disadvantaged, native groups, youth, women, the disabled, the chronically unemployed and the geographically isolated.

EIC-720
Local Employment Assistance Program

Description: Policies, guidelines and correspondence on LEAP. *Topics:* LEAP projects; fiances.

Local Economic Development Assistance Program (LEDA) Directorate

This pilot program began in 1980 to assist in the development of continuing private sector jobs in selected communities. It increases the number of businesses in the community, increases the flow of business investment there, and decreases corporations' administrative dependence on the federal government. It focuses on rural and semi-rural areas with populations of less than 50,000 and potential for increased business activity. By funding such communities, the federal government establishes local economic development corporations to accelerate community-based economic development where such a process has started and is experiencing some success.

Manuals

- LEDA - Administrative Procedures Manual and Employment

Classes of Records

EIC-730
Local Economic Development Assistance

Description: Policies, procedures, guidelines and correspondence on LEDA. *Topics:* Projects; documentation and information on LEDA corporations and finance.

New Technology Employment Program Directorate

This program creates jobs for highly educated graduates unable to find employment in scientific and technical fields and provides small-scale organizations with wage subsidies to create new jobs in research and development in priority areas. It also supports activities in developing and applying technological innovations in manufacturing, product and process development, and in the development and application of small-scale conservation programs and alternate energy technologies.

EIC-740
New Technology Employment Program

Description: Policies and guidelines, correspondence and information on New Technology Employment Program. *Topics:* Correspondence with business, industrial and manufacturing organizations; documentation on assistance provided.

Summer Canada-Student Employment Program Directorate

This program replaced the Summer Youth Employment Program. It provides seasonal employment for students in summer by creating jobs in addition to those currently in place. It creates jobs which require or elicit initiative, responsibility, work habits or skills of student employees, and which provide employment in activities readily undertaken by the student clientele in the locality. It supports projects proposed by established organizations, local governments and federal departments and agencies.

EIC-750
Summer Canada-Student Employment Program

Description: Policies, guidelines, documentation and correspondence on the Summer Canada Program. *Topics:* Program criteria and operational guidelines for implementing Summer Canada; project documentation.

EIC-760
Young Canada Works (terminated in 1979)

Description: Policies, correspondence and financial information on the Young Canada Works Program. *Topics:* Procedural guidelines for implementing Young Canada Works; project information and documentation.

Section 38 UI Job Creation Program Directorate

This program uses income maintenance expenditures to create assets of value to the community and to ensure continued utilization of the skills of laid-off workers receiving UI benefits and with poor prospects of alternative employment in the short-term.

EIC-770
Development Use of UI Funds

Description: Policies, guidelines, documentation, correspondence and information on the Section 38 UI Job Creation Program. *Topics:* Projects; financial reports.

Program Development and Planning Services Directorate

This Directorate's two units provide development and planning services respectively. The Program Development Service provides environmental scanning, information and planning analysis services to Branch management. The Program Planning Service provides program design, adaptation and modification services for new and existing programs. This unit co-ordinates Branch involvement in the EIC corporate planning process and advises on matters related to performance measurement indicators and resource forecasting in Branch programs.

A Management Information Service (MIS) develops, maintains, and monitors information systems supporting Branch programs to ensure consistent and compatible use of data and forms.

Manuals

- CORPLAN Manuals Performance Measurement Indicators Manuals

Program Services Directorate

This Directorate provides services to the Employment Development Branch through four units - Administrative Services; Correspondence and Documentation Services; Forms Design and Distribution; and Program Close-Out and Control, which manages and monitors the completion of projects and their approval.

Employment Incentives Branch

This Branch directs and co-ordinates the development of policies, guidelines and programs designed to enhance employment opportunities through subsidies or tax credits to private sector employers, and stimulates employment in the private sector of the economy. It manages the programs described below.

Employment Tax Credit Program

This Program, launched in 1978 and terminated in 1981, provided tax credits to employers who created and filled new jobs in addition to their normal work force, and which would not have been created without the support of the program.

Portable Wage Subsidy Program

This Program, part of the government's Industrial and Labour Adjustment Program, was introduced in 1981. It enables re-employment of older workers (46 and over) laid off from industry sectors or communities designated by Cabinet as areas eligible for industrial and labour adjustment measures. The program offers a wage subsidy for 12 months, payable to any employer who hires an eligible worker.

Program for the Employment - Disadvantaged

This Program, introduced in 1981, stimulates private sector employment for the mentally and physically handicapped and other employment-disadvantaged persons facing difficulties in obtaining continuing employment. It provides a three-phase wage subsidy and reimbursement of other related costs to private sector employers hiring eligible workers.

In addition, the Branch administered two other Programs now terminated, Job Exploration for Students and Job Experience Training, designed to provide employment incentives for youth in summer. The first provided potential secondary school dropouts with exposure to the labour market, to allow them to make an informed and realistic career decision. The second assisted young people (aged 15-19) less than one year out of the regular school system who were encountering difficulty in entering the labour market.

EIC-780
Employment Incentive Programs

Description: Policies and procedures, correspondence and documentation on employment incentive programs. *Topics:* Employment for the disadvantaged; Employment Tax Credit; portable wage subsidies; Job Exploration for Students and Job Experience Training Programs.

Employment and Insurance Group

This Group develops and promulgates policies, guidelines and procedures for the delivery of employment and insurance services to Regional and Field Offices. The Group also develops and promulgates policies, guidelines and procedures to meet the needs of particular client groups such as women, natives, youth and other individuals who are considered disadvantaged. Other responsibilities include the monitoring and analysis of all such services offered by EIC.

Manuals

- Policy Guidelines (MANUIC I) - approved EIC policies for administering the payment or the granting of benefits to individuals and employers; also contains policies dealing with disciplinary measures when the Act is contravened, criminal activities, disruption of postal services, appeal issues and protection and safety of EIC employees
- Employment Manual (EA) - policies, procedures and guidelines for the employment services offered by EIC
- Benefit Manual (MANUIC IV) - procedures governing the processing of initial, renewal and revised claims for UI benefit and related appeals
- Dictionary of Medical Yardsticks - used in determining entitlement to sickness benefits; contains normal periods of incapacity for some 500 incapacitating conditions

Employment and Insurance Services Branch

This Branch is responsible for the uniform application of employment and insurance programs delivered through the Canada Employment Centres (CECs). It is also responsible for developing program policies pertaining to the placement service, Canada Manpower Mobility, national job clearance activity, UI benefit operational policy and the related medical advisory services for sickness and maternity claims. Other responsibilities include the development of policies and guidelines for UI coverage and premiums and supplemental unemployment benefits, the co-ordination of programs concerning Interstate, pre-retirement and other similar benefits.

Operations Planning and Procedures Division

This Division provides advice on the delivery of integrated employment and insurance services in CECs. It assists in the development of policies on organizational structure, human resource utilization and allocation of functions within the CECs. The Division also reviews, arranges for testing and piloting of proposed program, policy and procedural changes, and identifies operational requirements for automated client delivery systems. Other responsibilities include the development of policy and procedures on the issue of directives and control of the Employment Manual.

EIC-790
Operations Planning and Procedures

Description: Information on policies and procedures for an integrated employment and insurance delivery service. *Topics:* Correspondence on integration in the regions and the CECs; consultations with the regional and other organizational components at National Headquarters; delivery of service through CECs; discussion and policy papers on integrated services; integrated operational procedures.

Employment Operations Policy Directorate

This Directorate develops operational policies and guidelines for the delivery of employment services and programs to employers and workers through the CECs. The Directorate provides guidance on the impact of federal and provincial Human Rights legislation on the placement services of the CECs. In addition, it acts as a focal point for advice and resolution of operational problems.

EIC-800
Employment Operations Policy

Description: Information on the operational policy concerning the delivery of employment services and programs. *Topics:* Employment programs - training, mobility, youth, native employment, local employment assistance programs; CECs in the 1980s; reports on employee records improvement, review of application forms, improvements to the registration process and Job Information Centre (JIC); guidance on federal and provincial Human Rights legislation; operational policies; statistical and activity reports. *Storage Medium:* Client information on magnetic tape.

Mobility and Clearance Directorate

This Directorate designs and administers the Canada Manpower Mobility Program (CMMP) and the National Job Bank (NJB) clearance system.

The Program provides financial assistance for unemployed workers who move to geographical ares where jobs are available. The NJB, a computerized clearance system, provides the means for workers to find suitable jobs and employers to find suitable workers in geographical areas across the country, when workers or jobs are not available locally. The NJB is controlled in Ottawa; its job information is available through CECs.

Classes of Records

EIC-810
Mobility

Description: Information on the administration of the Canada Manpower Mobility Program. *Topics:* General correspondence; mobility in other countries; labour mobility studies; policy proposals; operational procedures; guidance to the regions; liaison with National Headquarters (NHQ) systems groups; financial and statistical reports.

EIC-820
Clearance

Description: Information on the administration of the National Job Bank clearance system. *Topics:* General correspondence; liaison with other NHQ components to discuss program requirements; operational procedures; guidance to the regions; management and statistical reports.

Medical Advisory Division

This Division formulates, develops and tests operating policies and develops policy guidelines on claims for sickness and maternity benefits. The Division also acts as a co-ordinating body for medical claims submitted for the attention of the Medical Advisors.

EIC-830
Medical Advisory Services

Description: Information on operating policies pertaining to sickness and maternity claims. *Topics:* Correspondence with the medical profession at large or with medical associations; guidance to regions on independent medical examiners; schedule of medical fees by the provinces; fees for independent medical examiners; operational procedures; copies of case files containing medical claim documents; activity and statistical reports.

Insurance Operations Policy Directorate

This Directorate develops, tests and institutes national insurance operational policies and programs related to the claims processing cycle and associated functions, such as the Record of Employment (ROE) and Employment Market Information Services. Other responsibilities include a quality control and quality assurance program for ensuring adherence to policy directives and guidelines, identification of the need for and development of the necessary forms for the processing of claims, and external liaison activities to guide and advise claimant, union and industrial groups.

EIC-840
Insurance Operations Policy

Description: Operational policies on the delivery of insurance services and programs. *Topics:* Procedures and guidelines on claims for benefit-variable entrance requirements; combined application form; backdating of claims; fishing benefits; entitlement at age 65; work sharing arrangements; assignment of benefits; processing of appeals; claimant interview program; early mailing of documents by claimants; recovery of overpaid benefits; impact of postal disruptions on claims processing; claimant eligibility review; transfer of claims; liaison with union hiring halls; guidelines on processing claims inquiries; hiring and remuneration of UI contract agents; guidelines for the quality control of claims processing; liaison with claimant groups, union representatives and industry; activity reports.

EIC-850
Insurance Operations Policy - Ancillary Programs

Description: Operational policies for programs supplementing the claims function. *Topics:* General information on the Record of Employment and Employment Market Information Services; liaison with employers or employee groups; minutes of the Steering Committee on the Labour Market; liaison with National Headquarters components.

Coverage and Premium Policy Division

This Division develops legislative proposals, policies and guidelines pertaining to the insurability of employment, and reviews and monitors the application of legislation by Revenue Canada Taxation (RCT). The Division also develops policies for and administers the Supplemental Unemployment Benefit (SUB) program. Other responsibilities include the co-ordination and development of procedures for the Interstate Benefit Program and the Adjustment Assistance Program (pre-retirement benefits for certain industries), and the chairing of the Review Panel for cases involving the denial of a UI premium reduction.

Classes of Records

EIC-860
Coverage and Premium Policy

Description: Policies on the insurability of employment. *Topics:* Correspondence on the insurability of employment; policy and legislative proposals; operational guidelines; agreements on the insurability of certain classes of workers; matters dealing with formal coverage rulings; insurability appeals to the Umpire; liaison with RCT; minutes of the EIC-RCT Appeal Review Committee; review of RCT rulings; premium refunds; minutes of Coverage Committee meetings; activity reports.

EIC-870
Supplement Unemployment Benefits

Description: Information on the approval of SUB plans. *Topics:* Policies and guidance activity reports.

EIC-880
Interstate Benefits

Description: Information on the Interstate Benefit program and other special arrangements. *Topics:* Correspondence with regions; correspondence with individual states of the U.S.; reciprocal agreements; liaison with U.S. Railroad Retirement Board, United Kingdom Department of Health and Social Service; operational procedures; activity reports.

EIC-890
Adjustment Assistance Benefit

Description: Information on the administration of the Adjustment Assistance Programs (AAB). *Topics:* Correspondence with the regions and Labour Canada on AAB; correspondence on the labour adjustment program; procedures for processing application for pre-retirement benefits; activity reports.

EIC-900
Review Panel (Premium Reduction)

Description: Hearings of the Review Panel. *Topics:* General administration; case files containing copies of documentation pertaining to the denial of a UI premium reduction; activity reports.

Youth and Native Employment Branch

The Branch, through two directors, develops employment policy proposals, options and strategies with respect to youth (15-24 age group) and Canadians of native ancestry (Status and Non-Status Indians and Métis). Youth program policies on the following have been developed for implementation: Canada Employment Centres for Students; Canada Employment Centres on Campus; Services to Secondary School Students; and International and Young Worker Exchange Movements. Similarly, the following have been developed to reduce the high rate of native unemployment: the Native Employment Policy and the Native Internship Program. The Branch also maintains liaison with government and non-government bodies on matters concerning youth and natives, and provides technical guidance to regions.

Classes of Records

EIC-910
Youth Employment

Description: Information on employment programs to meet the needs of youth. *Topics:* Youth strategies for the 1980s; information on youth programs in other countries; liaison with the University and College Placement Association; development of national policies, strategies and guidelines for the employment of youth - employment centres on campus, youth employment centres, international employment exchange programs, summer employment and federal-provincial initiatives in the area of co-operative education; case files for Canada-Mexico trainee exchanges containing applications, health care information, Spanish language testing and related correspondence.

EIC-920
Native Employment

Description: Information on employment programs to meet the needs of native people. *Topics:* Liaison with councils, brotherhoods, bands and associations representing native people; reports on the needs and migration of natives; liaison with other government departments; impact of Human Rights legislation on native employment; discussion papers; policies, programs and strategies on employment of natives in general, native women and youth; marketing and advertising native skills; activity reports.

Special Client Needs Directorate

This Directorate develops policies, strategies and activities to improve the employability of women and persons who have difficulty in finding and retaining employment. For disadvantaged persons not able to benefit effectively from services offered by the CECS, the Outreach Program, with the help of community-based agencies, provides a personalized employment-related service. Outreach projects are financially assisted by EIC.

Classes of Records

EIC-930
Women

Description: Policies and strategies to improve the employability of women. *Topics:* Correspondence with national women's organizations, the Committee on the Status of Women; liaison with women's groups; policies, plans and strategies related to the employment needs of women; activity reports.

EIC-940
Outreach Program

Description: Information on personalized employment-related services supported by community-based agencies. *Topics:* Project files - description of clientele and activities, estimate of human and financial resources, analysis and evaluation by Regional Review Committee, approval; activity, statistical and financial reports.

EIC-950
Other Special Clients

Description: Information on policies and strategies to improve the employability of clients other than women. *Topics:* Policies, strategies and guidelines to meet the employment needs of ex-inmates, the physically handicapped including the visually impaired, older workers and welfare recipients; liaison with government and non-government agencies having a specific interest; activity and statistical reports.

Occupational and Career Analysis and Development (OCAD) Directorate

This Directorate develops policies, methods and materials for the counselling and testing of Canadians with regard to employment and the classification of occupations in the labour market. Publications developed in support of the above include the *Canadian Classification and Dictionary of Occupations*, a systematic classification structure in which all occupations are categorized, which is used as a career counselling document.

Classes of Records

EIC-960
Occupational and Career Analysis and Development

Description: Development of programs to support the placement activity. *Topics:* Correspondence on the identification and determination of occupational skills required for employment; systems supporting the placement service; preparation and distribution of *College and University Programs in Canada*, a publication listing available educational and training programs.

EIC-970
Career Counselling

Description: Policies, methods and materials for employment counselling and testing. *Topics:* Correspondence on the counselling function;

guidelines for CHOICES, a computerized information system designed to help people make informed decisions about career plans; development of job search techniques (CJST) and supporting publications; strategies leading to the achievement of client employment (PLACE) and supporting workbooks; correspondence on the testing of clients (General Aptitude Test Battery) in connection with counselling; development of the *Index to Canadian Occupations* which assists clients in identifying career goals; purchase of diagnostic services to assist counsellors. *Storage Medium:* CHOICES data on magnetic tape or disk.

EIC-980
Occupations

Description: Classification of occupations in the labour market. *Topics:* Analysis of information on occupations, trades, crafts and professions; preparation and distribution of publications such as: *Careers Canada, Careers Provinces, Canadian Occupations Entry Requirements* (used abroad to determine eligibility of prospective immigrants for employment in Canada), *Canadian Classification and Dictionary of Occupations. Storage Medium:* Some data is on magnetic tape.

Affirmative Action Branch

This Branch promotes the adoption of Affirmative Action (AA) plans by employers in the public and private sectors. Affirmative Action in employment is a comprehensive plan adopted by an employer to remedy systemic discrimination which may be manifested by lower wages, higher unemployment and lower occupational status for certain individuals or groups. Specifically, the Branch is responsible for the Federal Contracts Program and the Affirmative Action Strategy. The Federal Contracts Program promotes the voluntary adoption of Affirmative Action plans for women, by Crown corporations and by industries that benefit from federal contracts. The Affirmative Action Strategy promotes the voluntary adoption by the private sector of Affirmative Action plans for women, natives and the disabled.

EIC-990
Affirmative Action

Description: Information on the promotion of Affirmative Action plans in the public and private sectors. *Topics:* Branch objectives, goals and activities; AA in the 1980s (Minister); communication strategy; minutes of interdepartmental committees on AA; operational plans and studies; policies and plans for monitoring the elimination of systemic discrimination; development of training courses and seminars; activity reports.

Monitoring and Analysis Directorate

This Directorate monitors and assesses the efficiency and effectiveness of operational policies, projects and programs associated with the delivery of employment and insurance services, including programs of quality control and assurance and those affecting the speed and quality of service. The Directorate also measures, analyzes and forecasts operational performance, and responds to written and oral enquiries directed to the Minister or senior Commission officials by elected officials, the media and the public.

Classes of Records

EIC-1000
Monitoring and Analysis

Description: Information on monitoring and assessment activities. *Topics:* Goals, objectives and plans of the Directorate; minutes of the Performance Measurement Steering Committee; trend analyses; reports on monitoring, quality assurance and the appeals process. (The Directorate makes use of the many narrative and statistical reports emanating from the program and support areas.)

EIC-1010
Inquiries

Description: Inquiries to the Minister and senior Commission officials. *Topics:* Guidelines for handling inquiries; individual files showing the receipt, processing and preparation of replies; analyses of correspondence received; statistical reports.

National Systems and Services (NSS) Group

This Group develops and executes policies, plans and programs for an integrated clerical, manual and electronic data processing (EDP) system to deliver EIC services. EDP services are provided at National Headquarters, and with the functional guidance of the Group, at EDP facilities in the regions. Other responsibilities include a management consultative service and a forms development and design service.

The Group also administers, through facilities located in Bathurst, New Brunswick, the Social Insurance Number program, and the Canadian Government Annuities program.

Manuals

Manuals used by the National Services Directorate, Bathurst, are described under that Directorate. The following manuals are developed by other NSS directorates and are used within EIC.

- Benefit Manual (MANUIC IV) - procedures for processing initial, renewal and revised claims for UI benefits
- Manual Pay System - procedures for processing non-automated payments of UI benefits
- On-Line Manuals - provide claimant, UI benefit and overpayment information through computer terminals in Regional Offices and selected CECs; also job information, employers, job seekers and referrals to employment through terminals in selected CECs
- Electronic Data Processing Manuals - operational processes for EDP installations, security policy and guidelines, standards and procedures, production control, data communications network control, and site and personnel safety procedures
- Regional Computer Centre (RCC) Manuals - procedures for processing data through EDP systems, operating the on-line programs which provide insurance and employment information, and clerical processes to effect payment of UI claims

Employment and Benefit Systems Directorate

This Directorate develops, tests and implements EDP systems supporting the employment development and employment training programs, placement services offered by CECs, and the UI benefit program which produces UI payments, overpayment reports, T4U and TP4Us, and financial and statistical reports. It also develops and implements clerical procedures for processing claims for benefits in local offices and regional computer centres. Other responsibilities include the development and maintenance of computer systems to detect and prevent fraud and abuse, and the design and implementation of the EIC micrographic system.

Classes of Records

EIC-1020
Employment Development

Description: Information on systems supporting the administration of Employment Development programs. *Topics:* Correspondence with users; status reports; computer systems, associated databases and documentation for Canada Community Development, Canada Community Services, Canada Works-Young Canada Works, Employment of the Disadvantaged, Local Employment Assistance Program, Portable Wage Subsidy Program, Summer Youth Employment, and Summer Canada 1981.

EIC-1030
Employment Training

Description: Information on systems supporting the administration of the Employment Training program. *Topics:* Correspondence with users; status reports; computer systems, associated data bases and documentation for Critical Trades Skills Training, National Industrial Training Program, Accounts Receivable, and Institutional Training.

EIC-1040
Employment Client Services

Description: Information on systems supporting the administration of Employment Client Services. *Topics:* Correspondence with users; status reports; computer systems, associated data bases and documentation for the Canada Manpower Mobility Program, *Canadian Classification and Dictionary of Occupations*, *Client-Claimant Index*, the Employment Tax Credit Program, and the National Job Bank.

EIC-1050
Benefit Pay

Description: Information on systems supporting the administration of the UI benefit program. *Topics:* Correspondence with users; status report.

EDP System

- Benefit Pay Systems - produces UI payments; updates status of claims; maintains a history of overpayments; produces mothly and quarterly statistical reports on operations, overpayments and UI fund accounting; produces T4U and TP4Us showing benefits paid and income tax deducted for each claimant; and supports associated inquiry functions in local and Regional Offices

EIC-1060
Liaison and Procedures

Description: Information on clerical procedures at CECs and regional computer centres. *Topics:* Correspondence on claims processing in local and Regional Offices; policy and systems changes that affect clerical procedures; reports of visits to Regions; training plans for new or revised procedures.

EIC-1070
Control

Description: Information on systems supporting EIC control activities. *Topics:* Correspondence with users; status reports.

EDP Systems

- Record of Employment
- Report on Hirings
- Wage Loss Insurance (Premium Reduction Program)
- Identification of unreported maternity by a benefit file-Family Allowances match
- Tracking UI debtors from EIC records
- A comparison of SINs issued and used to identify misuse
- Micrographic listings for the general control of programs

EIC-1080
Support

Description: Information on support for the implementation of Employment and Benefit EDP systems including micrographics. *Topics:* Correspondence with users and suppliers; evaluation reports.

Information Systems Directorate

This Directorate designs and implements advanced EDP systems to support EIC's long-range programs. It also develops, implements and maintains EDP systems supporting the Social Insurance Number, Canadian Government Annuities and Immigration programs, and information systems to assist management in finance, personnel, administration and operational performance. Other responsibilities include designing and acquiring computer hardware, software and data communication needs; obtaining the related servicing requirements; developing and executing EDP policy, systems and standards; and providing technical guidance.

Classes of Records

EIC-1090
Advanced Systems

Description: Information on the development and implementation of advanced technology systems. *Topics:* Research and correspondence; minutes of the Automation Steering Committee; operational problems, performance reports on the Employment and Insurance On-line systems; Treasury Board of Canada submissions; correspondence with users on software requirements for CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems).

EDP Systems

- Insurance On-line - makes available claimant, UI benefit and overpayment data via computer terminals located in local and Regional Offices
- Metropolitan Order Processing System (MOPS) - provides, via computer terminals in selected Canada Employment Centres, data on jobs available, employers, job seekers, referrals to employment and related data

EIC-1100
Social Insurance Number Registration

Description: Systems supporting administration of the SIN program. *Topics:* Correspondence with users; status reports.

EDP System

- SIN Registration Program - database of all SINs issued in Canada; used to validate SIN data; produces reports and micrographics

EIC-1110
Annuities

Description: Systems supporting administration of the Canadian Government Annuities program. *Topics:* Correspondence with users; status reports.

EDP System

- Annuities Program - produces payments, T4 slips for annuity contracts in payment, related financial, actuarial and administrative reports; database for contracts not yet in payment - includes premium collection, related reports and micrographic listings

EIC-1120
Immigration

Description: Systems supporting administration of the Immigration program. *Topics:* Correspondence with users; status reports.

EDP Systems

- Enforcement
- General Immigration Data
- Landed Immigrant Data
- Stock Inventory Control System
- Visitor Data

EIC-1130
Management Data

Description: Computerized information systems of a financial, personnel, administrative and operational performance measurement nature. *Topics:* Correspondence with users; status reports; minutes of meetings.

EDP Systems

- Assisted Passage Loans - provides for the accounting, control and billing of loans granted to immigrants
- Employment and Immigration Information System (EIIS) - financial position of commitments, advances, overall non-salary items within EIC; year-to-date financial, person-month, performance measurement information; employee information which allows production of certain personnel reports, and reports for management and central agencies
- Personnel Management Information System (PMIS) - contains details of organization, positions, salaries and personnel

EIC-1140
Hardware and Software

Description: Information on the development and design of hardware, software and data communication requirements. *Topics:* Correspondence with suppliers and service bureaus on hardware, software and data communication needs; tenders and contracts; security of EDP installations; study on radiation from terminal screens; computer activity reports; systems and programming standards; software master control programs and utilities for all systems.

Computer Operations Directorate

The Directorate develops policies, standards and procedures for the operational processes and the security of all EDP installations in EIC. It also evaluates the effectiveness of EDP and associated operations. Other responsibilities include managing the EDP installation at National Headquarters.

EIC-1150
Computer Operations

Description: Information on policies, standards and procedures for EDP installations. *Topics:* Training plans; EDP operational procedures; call reports, operational emergencies, computer back-up by EDP installation; contingency plans; security; correspondence with suppliers, service bureaus; liaison with regional computer centres concerning site hardware specifications, production software and related operational support; reports on EDP and associated clerical processing operations.

Management Consultative Services Directorate

This Directorate provides an in-house management consulting service to National Headquarters and the Regional Offices in such fields as project management, organization analysis, work simplification, network planning and analysis, systems feasibility, systems analysis, design and development, and systems and procedures implementation. It also administers EIC's Forms Management program which affects some 7,000 forms.

Classes of Records

EIC-1160
Management Consultative Services

Description: Information on in-house management consulting to National Headquarters and the Regional Offices. *Topics:* Correspondence; progress reports; project files containing correspondence, analysis and evaluation of area under study, consideration of alternatives and recommendations.

EIC-1170
Forms Management

Description: Information on policies and procedures for forms management. *Topics:* Bulletins on departmental forms, use of the departmental logo, bilingual format in forms; unauthorized forms; information brochures; minutes of meetings of the Forms Management committee and the Forms Co-ordination committee; obsolete forms survey; activity reports and statistics.

EIC-1180
Forms Management - Design and Control

Description: Information on the development and control of forms. *Topics:* Individual files containing requests for creating or revising forms; specifications; related correspondence.

National Services Directorate

This Directorate administers the Social Insurance Number (SIN) program and the Canadian Government Annuities program. Its activities include the operational aspect of these programs and the development of legislative proposals, policies and guidelines.

The SIN program provides for the control and issue of SINs to Canadian citizens, permanent residents, other classes of individuals, and for the confirmation of SIN information for certain government departments. Applications for SINs can be made at any Canada Employment Centre or Canada Immigration Centre, or be mailed to Central Index, P.O. Box 7000, Bathurst, N.B., E2A 4L8

The Canadian Government Annuities program services over 200,000 annuity contracts owned by persons who bought them as private individuals or through pension fund contributions. Of these, about 130,000 are presently in payment; the rest are deferred and will mature at dates ranging from the present to about the year 2035.

Other responsibilities include the preparation of Record of Employment (ROE) documents for microfilming and computer indexing, and the maintenance of the ROE Information Bank; and processing inquiries on the T4U-TP4U (statement of UI benefits paid and income tax deducted), which is issued annually.

Manuals

- Central Index Manual - provides instructions for processing SIN applications, Record of Employment (ROE) forms and tax inquiries (T4U-TP4U)
- Handbook on SIN Registration - provides procedures for handling SIN applications in Canada Employment Centres and Canada Immigration Centres
- User Guide - Social Insurance Registration Systems - overview of computer programs supporting the SIN program
- User Guide - Record of Employment Systems - overview of computer programs supporting the ROE program
- Tax Inquiry Manual - procedures for handling inquiries on the T4U-TP4U
- Annuities Manual - information on the administration of Canadian Government Annuities

Records for the above program are located in:

National Services Directorate
Canada Employment and Immigration
Commission
P.O. Box 6000
Bathurst, N.B.
E2A 4L8

Classes of Records

EIC-1190
SIN Registration

Description: Information on applying for Social Insurance Numbers. *Topics:* Legislative and regulatory proposals; processing SIN applications; supporting documentation (proof of identity) for Canadian citizens, permanent residents, visitors to Canada, persons on student visas; replacement SIN cards; amendments to SIN records; mass applications; internal control and issuance of individual SINs; production and activity reports; studies on the SIN program. Storage Medium: Magnetic tape or disk for SIN master file; microfiche for listings containing individual SINs, names and other basic information; microfilm for copies of SIN applications or amendments. *Retrievability:* Microfiche files are arranged by name; microfilm by SIN.

EIC-1200
SIN Registration - Release of Information

Description: Information on the release or exchange of SIN data. *Topics:* Policies; guidelines; correspondence on release of SIN information to individuals, other government departments or agencies; exchange of information and data with other government departments. (Details on the release of SIN information may be obtained by referring to the Index of Federal Information Banks.)

EIC-1210
Annuities Program

Description: Information on the administration of Canadian Government Annuities contracts. *Topics:* Legislative and regulatory proposals; policies and procedures on payment and refunds of premiums, duplicate and returned cheques, interest rates, cash surrender values, payment of income taxes by recipients; policies and procedures governing annuity plans in payment, plans not yet in payment, group contracts (purchases under employer pension plans), individually purchased contracts; case files containing annuity applications, supporting documentation, inquiries, complaints and general correspondence; activity, statistical, actuarial reports; surveys and studies on the program. *Storage Medium:* Magnetic tape or disk for data on vested contracts, individual and group deferred contracts which are used to produce payments and T4 slips for annuitants and a variety of accounting, actuarial and administrative reports.

EIC-1220
Record of Employment

Description: Information on the processing of Record of Employment (ROE) forms. *Topics:* Procedures, guidelines and correspondence on processing ROE forms and maintaining the ROE information bank. *Storage Medium:* Magnetic tape and microfilm.

EIC-1230
Tax Inquiries (T4U-TP4U)

Description: Inquiries for information on the T4U-TP4Us. *Topics:* Procedures for handling inquiries; issuing duplicate T4U-TP4Us; general correspondence. Storage Medium: Magnetic tape and microfiche.

Public Affairs Division

The Public Affairs Division, which is composed of six Directorates, is responsible for all promotional, informational, publishing and advertising activities of the Commission and for all media relations. These activities assist the Immigration and Demographic Policy, Labour Market and Benefit Programs Directorates in fostering an awareness of the services which are available. The Division also provides information on any changes in legislation, regulations, policy or programs which affect these services.

EIC-1240
Organization and Planning

Description: Information on organization, objectives and operational plans. *Topics:* Information plans; organization charts; current corporate planning cycle; operational budget; operational plans; financial reports; EIC communications strategy.

Immigration and Demographic Policy Information Directorate

This unit is responsible for promoting public awareness of the Commission's immigration and demographic policies, programs and services. Media relations, advertising, publications and audio-visual materials promote an understanding of the immigration laws by immigrants, visitors, foreign students and workers, and employers who hire foreign workers. This unit also has responsibility for receiving foreign journalists, maintaining liaison with the ethnic press and preparing the text of speeches and press releases.

Labour Market Information Directorate

This unit is responsible for promoting public awareness of employment policies, services and programs through media relations, advertising, publications and audio-visual films. The unit also prepares speeches and press releases related to labour market policies and programs.

Benefit Programs Information Directorate

This unit promotes public awareness of the services, policies and programs related to Unemployment Insurance and Social Insurance Numbers through media relations, advertising and publications. Information programs are geared to claimants, employers and the general public, and cover their rights and obligations, aspects of the UI program and the procedure for obtaining a Social Insurance Number. The unit also prepares speeches and press releases on Unemployment Insurance.

Information Services Directorate

This unit provides a press clipping service for the Commission, analyzes media reactions, organizes press conferences for announcements by the Minister or other officials and handles other types of media relations. The unit also adapts French texts and provides French - language editorial services to other Public Affairs units.

Creative Services Directorate

This group is composed of four units which provide highly specialized services to the three program information Directorates. The Graphics and Design unit designs, prepares artwork, and arranges for typesetting and printing of posters, brochures, newsletters, information sheets, books and reports. The Audio-Visual unit plans and produces all required audio-visual material and provides an electronic news monitoring service. The Advertising and Market Research unit arranges all advertising programs for the Commission and subsequent evaluation of the effectiveness of advertising campaigns. The Operations Unit monitors financial transactions and makes arrangements for divisional staffing, purchasing and administrative requirements.

Strategic Policy and Planning Group (SPP)

This Group examines EIC policies and programs in relation to their objectives. Oriented strategically, SPP analyses current and projected labour market demands, resources (namely domestic and foreign labour, students and immigrants) available to satisfy them, and identifies and develops policies to alleviate imbalances. It is also responsible for studying paid educational leave as a system of manpower planning aimed at promoting economic expansion and social justice.

Classes of Records

EIC-1250
Strategic Planning

Description: Analyses and assessments of EIC policies. *Topics:* Overall development of policies; analysis of plans and programs; assessment of policies on Benefit, Immigration and Labour Market Programs.

EIC-1260
Canadian Occupational Projection System (COPS)

Description: Studies, data and forecasting techniques used to identify and measure future employment levels and possible imbalances between labour supply and demand for a 3 to 10-year basis. *Topics:* Sector studies; supply and demand analyses; federal-provincial workshops; briefing material to selected groups.

EIC-1270
Census

Description: Statistical surveys developed for collecting census data on EIC programs and activities for Statistics Canada.

EIC-1280
Research

Description: Non-program or policy-specific EIC research. *Topics:* Reports on general EIC research not related to particular policies or programs - *The Holding Power of the High School System.*

EIC-1290
Educational Leave Study

Description: Studies and projects associated with possible implementation of paid educational leave. *Topics:* Studies and projects associated with establishing a national system of paid educational leave; projects on continuous upgrading and retraining; results of analyses determining degrees of industrial and technological change effected.

Long-Term Planning and Development Branch

This Branch integrates a number of key elements involved in the initiation and development of a strategic policy framework for EIC. These include long-term planning; mid-term corporate planning and the development of integrated sources of data for analysis; liaison with a network of regional economists; and linkages with international bodies such as the Organization for Economic Co-operation and Development (OECD).

Classes of Records

EIC-1300
Long-term Policy Development

Description: Information on projects used in developing long-range policies on employment and immigration to accommodate changing conditions in the domestic labour market. *Topics:* Studies and projects considering the effects of productivity (all factors - not just labour) on employment; examination of mechanisms relating level and composition of immigration to economic growth; analysis of labor market structure and its relationship to unemployment.

EIC-1310
Planning Co-ordination

Description: Information on projects associated with intra-departmental co-ordination of long-term plans. *Topics:* Studies and projects analyzing short-term economic and labour market outlook; co-ordination of and consultation with Regional Economic Services on short-term forecasting; liaison network (public and private) involving economic forecasting by EIC and external agencies; evaluation of EIC Short-Term Forecasting Facility; co-ordination of SPP inputs into CORPLAN, including situation assessment, national and operational strategies and goals, workplans and budgets; analysis of CORPLAN concept, with respect to activities of SPP, to improve the planning process.

EIC-1320
Data Development

Description: Information on projects associated with developing EIC program data sources. *Topics:* Studies and projects on the development of new data systems such as the Policy Analysis Database on the National Job Bank, the expansion of the National Training Program and the Immigration Data Bank; co-operative agreements with provinces on developing new labour market data sources; maintenance of existing data systems such as the Longitudinal Labour Force Tracking File, Labour Force Survey Data, training files and benefit overpayment files; SPP inputs to Access to Information and Privacy; description of agreements on information exchange.

EIC-1330
Regional Economic Services

Description: Information on projects associated with the Regional Economic Services. *Topics:* Liaison and national conferences; inventory of provincial government employment programs.

EIC-1340
OECD Manpower and Social Affairs Committee

Description: Information on projects associated with Canada's involvement in the activities of the OECD Manpower and Social Affairs Committee. *Topics:* Studies and projects addressing analysis of papers and preparation of briefing material for the Manpower and Social Affairs Committee ministerial-level conference; documents on the Organization for Economic Co-operation and Development and OECD activities for EIC and provincial governments; revision of the Canadian Inventory of Federal Employment and Manpower Measures; papers and reports on the Manpower and Social Affairs committee and the Working Party on Employment.

Program Evaluation Branch

This Branch develops and implements a comprehensive strategy for evaluating EIC programs.

Classes of Records

EIC-1350
Immigration

Description: Information on the efficiency and effectiveness of the Immigration Program. *Topics:* Studies and projects assessing the overall impact of the Immigration Program, including public perceptions on quality of service; evaluation of recruitment by employers of independent immigrants with pre-arranged employment; analysis of impact of refugees on immigration and employment programs and services; examination of effectiveness of existing referral guidelines used at Toronto International Airport; assessment of immigration process from secondary examination through to final case disposition; evaluation of effectiveness of the group sponsorship program.

EIC-1360
Insurance

Description: Information on the efficiency and effectiveness of the Unemployment Insurance Program. *Topics:* Studies and projects assessing the overall impact of the Insurance program, including the effectiveness of maternity benefits and alternatives; evaluation of effectiveness of the Claimant Eligibility Review and alternative frameworks for program review; longitudinal evaluation of unemployment insurance control activities intended to protect the integrity of the insurance fund; assessment of effectiveness of the Manual Report on Hiring System in deterring abuse of the insurance fund; companion evaluation of computerized Report on Hiring System; assessment of effectiveness of the insurance appeals systems and alternatives; evaluation of claims processing mechanism for the Premium Reduction Program; assessment of effectiveness of union hall hiring agreements and alternatives; consideration of effectiveness of supplementary employment benefits and assessment of alternatives; evaluation of Insurance On-Line System for the Atlantic provinces.

EIC-1370
Job Creation and Employment Services

Description: Information on the efficiency and effectiveness of job creation programs and the employment services. *Topics:* Studies and projects assessing the overall impact of employment services, including alternative CEC marketing strategies; refinement of a methodology for evaluating selection, referral and placement activities in CECs; consideration of effectiveness of CEC counselling services, including CHOICES (Computerized Heuristic Occupational Information and Career Exploration Systems); evaluation of quality of referrals and placements by CECs, including an examination of employers' perceptions; assessment of effectiveness of specialized CECs for students; evaluation of effectiveness of the National Job Bank computerized job inventory program; consideration of possible improvements to the Metropolitan Order Processing System (MOPS) for Toronto; assessment of utility of the Summer Canada employment program and the Local Economic Development Assistance Program; consideration of possible use of the unemployment insurance fund for job creation; evaluation of Canada Community Development Projects program, the Canada Community Service Projects program and New Technology Employment Program.

EIC-1380
Training

Description: Information on the efficiency and effectiveness of EIC training programs. *Topics:* Studies and projects examining the cost-effectiveness of the institutional training element of the National Training Program; evaluation of effectiveness of using unemployment insurance funds for training purposes; assessment of National Industrial Training Program; analysis of the effectiveness of critical trade skills training.

EIC-1390
Special Needs

Description: Information on the assessment of employment programs designed to accommodate special employment needs. *Topics:* Studies and projects evaluating the Local Employment Assistance Program (LEAP); evaluation of the cost-effectiveness of the OUTREACH program in providing employment services to special target groups; assessment of effectiveness of the Handicapped Employment Incentives Program.

Policy and Program Analysis Branch

This Branch, through two Directorates, analyzes labour market conditions and identifies program implications; develops proposals for modifications in policies and programs; and prepares Ministerial and Senior Management briefings on the labour market, income maintenance programs and immigration, and policy options.

Income Maintenance and Analysis Directorate

This Directorate conducts ongoing analyses of the economic and labour market effects of the UI Benefit Program such as requirements for income maintenance on behalf of unemployed persons. It considers the extent to which the UI Benefit Program is abused by some claimants, and ways to curtail such abuse.

Classes of Records

EIC-1400
UI Program Policy Development and Analysis

Description: Information on the analysis and development of Unemployment Insurance policy to accommodate changing socio-economic and other influences affecting the labour market. *Topics:* Studies and projects assessing the economic and labour market effects of Unemployment Insurance; consideration of the adequacy of UI benefit levels in relation to such factors as family composition and size, multiple-income families and different income classes; assessment of labour market efficiencies in light of influences such as an experience rating system; examination and forecasting of UI benefit expenditures and revenues; assessment of UI claim behaviour subsequent to training; analysis of maternity benefit program, including identification of a rationale and a financing mode; analysis of treatment of earnings while on active UI claim; consideration of modifications proposed for the UI simulation model; examination of employment strategies of employers such as job rotation.

EIC-1410
UI Program Impact Analysis

Description: Information on the analysis of the effects of unemployment insurance on claimants, their dependents and the unemployed. *Topics:* Analysis of income protection for unemployed persons not receiving UI benefits; update of Comprehensive Review UI claimant profile (an analysis of UI claimant characteristics); analysis of UI program abusers and misusers; longitudinal analysis of UI insured population, 1972-79 (over-use of and dependency on UI benefits); consideration of family characteristics (multiple-earner relationships, economic hardship while on claim) of UI contributors and claimants; analysis of benefit claim duration; assessment of utility and appropriateness of UI coverage for seasonal workers.

Employment and Immigration Analysis Directorate

This Directorate has responsibility for policy and program development and the in-depth analysis of the labour market. These analyses include human resource development, employment creation, and immigration and demographic analysis.

Classes of Records

EIC-1420
Immigration and Demographic Analysis

Description: Immigration research and policy analysis, and studies of demographic trends. *Topics:* Longitudinal studies of adaptation; work experience of immigrants to Canada; foreign academics in Canada; family class workers - sources, occupations and skills; historical review of emigration from Canada; demographic issues; Indochinese refugee studies; study of the immigration process with respect to immigrants from the Eastern Caribbean; studies on the U.S. Immigration Bill; review of current immigration selection criteria to ensure they remain in accordance with labour market requirements as well as immigration needs and objectives.

EIC-1430
Labour Market Supply and Demand

Description: Information on the analysis and development of labour market policies and programs. *Topics:* Longitudinal studies and projects on labour market dynamics, including examination of the flow of labour into and out of the labour force; analysis of administrative data sources for assessment of the labour market, including improvement of the methodology for Forward Occupational Imbalance Listing (FOIL); designation of occupations for priority under the National Training Program; special projects such as the employment outlook for the agricultural sector, the labour market experience of women, an analysis of the nomination chain in immigration, and projects with a social policy orientation to support the overall functions of the Directorate; development of quantitative models for policy-making and provision of analytical advice to EIC operational elements.

EIC-1440
Current Economic Analysis

Description: Studies addressing current economic development, labour market outlook (in general, and with respect to special groups) and current analyses of occupational imbalances. *Topics:* Studies and projects related to the identification of the labour market implications of proposed "mega projects" in the energy exploration and development sector; assessment of the anticipated impact of the effect on employment levels and distribution of the micro-electronics revolution; studies of particular industries or economic sectors to investigate current and future labour market conditions as inputs to labour market policy issues.

EIC-1450
Labour Market Program Strategy

Description: Studies on strategic labour market issues, the development of appropriate policies, plans and programs, and the analysis and assessment of labour market policies. *Topics:* Studies and projects addressing an in-depth examination of the occupational and geographical mobility of skilled tradesmen and "para-professionals"; development of labour market data on native peoples; conceptual analysis of active employment policy issues; survey of sectoral manpower planning activities to identify the level of assistance provided to specific industrial sectors in conducting and analyzing manpower planning data.

Energy, Mines and Resources

Historical Background

Although the history of the Department of Energy, Mines and Resources is comparatively short, some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics, formerly the Dominion Observatory, dates from 1871 and parts of the Surveys and Mapping Branch were established in 1872.

The Department of Energy, Mines and Resources (EMR) was created in 1966 by the Department of Energy, Mines and Resources Act. Previously known as the Department of Mines and Technical Surveys, it took on a new and important role of policymaker in energy development. Since then, the Department has been given a stronger mandate to fulfill its role as the principal federal agency responsible for the discovery, investigation, development and conservation of Canada's mineral and energy resources.

The Department comprises three Programs: Energy, Minerals and Earth Sciences and Administration. Collectively, they provide a continuum of initiatives directed towards national economic development issues.

Legislation

The Department of Energy, Mines and Resources is responsible for the following legislation:

Principal Departmental Statutes:

- Department of Energy, Mines and Resources Act, R.S.C. 1970, c.E-6
- Resources and Technical Surveys Act, R.S.C. 1970, c.R-7

Statutes Actively Administered by the Ministry

- Atomic Energy Control Act, R.S.C. 1970, c.A-19
- Canada Lands Surveys Act, R.S.C. 1970, c.L-5
- Canada Oil and Gas Act, R.S.C. 1980-81-82, c.81
- Canada Home Insulation Program Act, S.C. 1980-81-82, c.57
- Canadian Ownership and Control Determination Act, S.C. 1980-81-82, c.107 (Part of Bill C-104) (not in effect yet)
- Co-operative Energy Act, S.C. 1980-81-82, c.108
- Energy Monitoring Act. S.C. 1980-81-82, c.112 (part of Bill C-106)
- Energy Supplies Emergency Act, 1970, S.C. 1978-79, c.17
- Home Insulation (N.S. and P.E.I.) Programs Act, S.C. 1980-81-82, c.58
- International Boundary Commission Act, R.S.C. 1970, c.I-19
- National Energy Board Act, R.S.C. 1970, c.N-6
- Nuclear Liability Act, R.S.C. 1970, c.29 (1st Supp.)
- Oil and Gas Production and Conservation Act, R.S.C. 1970, c.0-4
- Oil Substitution and Conservation Act, S.C. 1980-81-82, c.59
- Petro-Canada Act, S.C. 1974-75-76, c.61
- Petroleum Administration Act, S.C. 1974-75-76, c.47 (now Energy Administration Act)
- Petroleum Incentives Program Act, S.C. 1980-81-82, c.107 (Part of Bill C-104)

Administration of Changes in Provincial Boundaries

- Alberta Act, S.C. 1905, c.3
- Alberta-British Columbia Boundary Act, S.C. 1932, c.5
- Alberta-Northwest Territories Boundary Act, 1958, S.C. 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, S.C. 1957-58, c.23
- British Columbia-Yukon-Northwest Territories Boundary Act, S.C. 1967-68, c.12
- Manitoba Boundaries Extension Act, S.C. 1912, c.32
- Manitoba-Northwest Territories Boundary Act, S.C. 1966-67, c.61
- Manitoba-Saskatchewan Boundary Act, 1966-67, c.57
- Ontario Boundaries Extension Act, S.C. 1912, c.[illegible]
- Ontario-Manitoba Boundary Act, S.C. 1953-54, c.9
- Quebec Boundaries Extension Act, S.C. 1912, c.45
- Saskatchewan-Northwest Territories Boundary Act, S.C. 1966-67, c.58
- Yukon Act, S.C. 1898, c.6

Inactive Statutes under Ministry Administration

- Beauharnois Light, Heat and Power Company Act, S.C. 1931, c.19
- Bras d'Or Coal Company Limited, Agreement Act, S.C. 1960-61, c.20
- Dominion Coal Board Dissolution Act, S.C. 1969-70, c.29
- Emergency Gold Mining Assistance Act, R.S.C. 1970, c.E-5
- Emergency Supplies Emergency Act, S.C. 1973-74, c.52

Crown Corporations Reporting to Parliament through the Minister

- Atomic Energy Control Board
- Atomic Energy of Canada Limited
- Petro-Canada Limited
- Uranium Canada Limited
- Eldorado Aviation Limited
- Eldorado Nuclear Limited

Autonomous Agencies Reporting to Parliament through the Minister

- Board of Examiners for Canada Lands Surveys

- Canadian Permanent Committee on Geographical Names
- Energy Supplies Allocation Board
- National Energy Board
- Petroleum Monitoring Agency

Overall Responsibilities

The objective of the Department of Energy, Mines and Resources is to promote the discovery, development and efficient use of the country's mineral and energy resources and broaden the knowledge of Canada's landmass for the benefit of all Canadians. To attain this objective, the Department devises and fosters national policies based on research and data collection in the earth, mineral, and metal sciences, and on policy, economic and social analyses. The Department also carries out an earth sciences program directed toward the conservation and use of the Canadian landmass, and it provides, as a national service, the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide span of customers across the country.

Access to Information Services

Formal requests for information under the Access to Information Act should be addressed to:

Access to Information and Privacy Secretariat,
Department of Energy, Mines and Resources,
580 Booth Street,
Ottawa, Ontario
KIA 0E4
Telephone: (613) 996-0825

Branch heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third party notification.

At the corporate level, the Assistant Deputy Minister (ADM), Finance and Administration, through the Access to Information and Privacy Secretariat, directs the implementation of policies and administrative procedures concerning the application of the Act throughout the Department, and will investigate all complaints on issues related to applications and service to the public. The Deputy Minister will oversee the final resolution of any complaints or legal actions concerning disclosure of information held by the Department.

Complaints and inquiries on the administration of the Act within the Department should be addressed to:

ADM, Finance and Administration
Access to Information Co-ordinator
Department of Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4

General Information Services

General departmental information is provided by EMR offices in Ottawa and across Canada. Contact may be made by telephone or by writing to one of the following addresses:

Newfoundland

Departmental Information Office
Conservation and Renewable Energy Office
Atlantic Place
7th Floor, Box 65
215 Water Street
St. John's, Newfoundland
A1C 6C9
Telephone: (709) 737-5464

Canada Oil and Gas Lands
Administration
354 Water Street, Room 408
St. John's, Newfoundland
A1C 5H5
Telephone: (709) 737-2125

Prince Edward Island

Departmental Information Office
Conservation and Renewable Energy Office
Waterfront Shopping Centre
98 Water Street
Summerside, P.E.I.
C1N 1A8
Telephone: (902) 436-7283

Nova Scotia

Departmental Information Office
Conservation and Renewable Energy Office
Bank of Montreal Tower, 5th Floor
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-8600, 8606 or 8607

Atlantic Geoscience Centre
Geological Survey of Canada
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2367 or 2730

Canada Benefits Branch
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-3179

Canada Oil and Gas Lands Administration
P.O. Box 1006
Dartmouth, Nova Scotia
B2Y 4A2
Telephone: (902) 426-2525

Explosives Branch
Sir John Thompson Building
Room 410
1256 Barrington Street
Halifax, Nova Scotia
B3J 1Y6
Telephone: (902) 426-3559

Regional Surveyor
Surveys and Mapping Branch
Post Office Box 368
Government of Canada Building
40 Havelock Street
Amherst, Nova Scotia
B4H 3Z5

Telephone: (902) 667-7249

New Brunswick

Departmental Information Office
Conservation and Renewable Energy Office
835 Champlain Street
Dieppe, New Brunswick
E1A 1P4
Telephone: (506) 388-6070

Quebec

Departmental Information Office
Conservation and Renewable Energy Office
605 Dorchester Blvd. West
Ground Floor
Montreal, P.Q.
H3B 1P4
Telephone: (514) 283-5644 or 5645

Regional Information and Sales Centre
1535 Ste-Foy Road
Ste-Foy, P.Q.
G1S 2P1
Telephone: (418) 694-3325

Explosives Branch
Inspector of Explosives
1262 Marguire Avenue
Post Office Box 463
Quebec, Quebec
G1T 2R8
Telephone: (418) 694-7702

Regional Surveyor
Surveys and Mapping Branch
1141 Route de l'Eglise
6th Floor
Post Office Box 9874
Ste-Foy, P.Q.
G1V 4C5
Telephone: (418) 694-4325

Ontario

Departmental Information Office/
Conservation and Renewable Energy Office
55 St. Clair Avenue E., 6th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 996-5814 or 5679

Petroleum Prices and Compensation Programs
344 Wellington Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 996-2611

Canada Oil and Gas Lands Administration
355 River Road
14th Floor
Vanier, Ontario
K1L 8C1
Telephone: (613) 993-3760

Elliot Lake Laboratories
Canada Centre for Mineral and Energy Technology (CANMET)
Post Office Box 100
Elliot Lake, Ontario
P5A 2J6
Telephone: (705) 848-2236

Regional Surveyor
Surveys and Mapping Branch
25 St. Clair Avenue, E.
Toronto, Ontario
M4T 1M2
Telephone: (416) 996-7503

Communications Branch
Energy, Mines and Resources
580 Booth Street
Ottawa, Ontario
K1A 0E4
Telephone: (613) 995-3065

Manitoba

Departmental Information Office
Conservation and Renewable Energy Office
110-112 Osborne Avenue, S.
Winnipeg, Manitoba
R3L 1Y5
Telephone: (204) 949-4266, 4272, 4537 or 4536
also 1-800-542-8927 or 8928

Regional Surveyor
Surveys and Mapping Branch
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-4954

Saskatchewan

Departmental Information Office
Conservation and Renewable Energy Office
S.J. Cohen Building
119 Fourth Avenue
7th Floor, Suite 706
Saskatoon, Saskatchewan
S7K 2L2
Telephone: (306) 665-4519 or 4532

Regional Surveyor
Surveys and Mapping Branch
409-1853 Hamilton Street
Torwest Tower
Regina, Saskatchewan
S4P 2C1
Telephone: (306) 359-5401

Alberta

Departmental Information Office
Conservation and Renewable Energy Office
Grandin Park Plaza
2nd Floor, Room 200
22 Sir Winston Churchill Avenue
St. Albert, Alberta
T8N 1B4
Telephone: (403) 420-4035

Departmental Information Office
220 Fourth Avenue, Room 622
Calgary, Alberta
T2G 4X3
Telephone: (403) 231-4488

Institute of Sedimentary and Petroleum Geology
Geological Survey of Canada
3303-33rd Street, N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 284-0110

Petroleum Incentives Program Office
Federal Building, Room 332
220 Fourth, S.E.
P.O. Box 2907, Station M
Calgary, Alberta
T2P 3L7
Telephone: (403) 231-5005

Western Office (Mining)
Canada Centre for Mineral and Energy Technology (CANMET)
3303-33rd Street, N.W.
Calgary, Alberta
T2L 2A7
Telephone: (403) 284-0110

Western Research Laboratories (Coal)
Canada Centre for Mineral and Technology (CANMET)
11315 87th Avenue
Edmonton, Alberta
T5W 2T7
Telephone: (403) 464-9212

Western Research Laboratories (Coal)
Canada Centre for Mineral and Technology (CANMET)
P.O. Box 3294
Sherwood Park, Alberta
T8A 2A6

Explosives Branch
Inspector of Explosives
220 Fourth Avenue, S.E.
P.O. Box 2868, Station M
Calgary, Alberta
T2P 3C2
Telephone: (403) 231-4766

Regional Surveyor
Surveys and Mapping Branch
9942-108th Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2496

British Columbia

Departmental Information Office
Conservation and Renewable Energy Office
Malborough Mall
5021 Kingsway, 3rd Floor
Burnaby, British Columbia
V5H 2E5
Telephone: (604) 524-7222 or 7224

Geological Survey of Canada
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 544-1271

Pacific Geoscience Centre
Geological Survey of Canada
Marine Geology Unit
Patricia Bay
P.O. Box 6000
Sydney, British Columbia
V8L 4B2

Explosives Branch
Inspector of Explosives
Sun Tower Building, 7th Floor
100 West Pender Street
Vancouver, British Columbia
V6B 1R8
Telephone: (604) 544-1360

Geological Survey of Canada
Surveys and Mapping Branch
700 West Georgia Street
Vancouver, British Columbia
V7Y 1B6
Telephone: (604) 544-1679

Victoria Geophysical Observatory
Earth Physics Branch
R.R. 7
5071 West Saanich Road
Victoria, British Columbia
V8X 3X3
Telephone: (604) 873-4669

Yukon

Departmental Information Office
Conservation and Renewable Energy Office
2078 Second Avenue
Whitehorse, Yukon
Y1A 1B1
Telephone: (403) 668-2828

Regional Surveyor
Surveys and Mapping Branch
204 Range Road
Whitehorse, Yukon
Y1A 3V1
Telephone: (403) 668-2636

Pamphlets, brochures, guidebooks and other publications, which cover a wide variety of departmental programs and services are available from the Department. These are provided free of charge through any of the offices listed above. General publications be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, P.Q., K1A 0S9. Maps are available at the Information and Sales Centre, Department of Energy, Mines and Resources, 580 Booth Street, Ottawa, Ontario, and at the Regional Map Sales Office, 1535 chemin Ste-Foy, Quebec, P.Q.

Libraries

Libraries with public reading area facilities are located at the following addresses:

Geological Survey Library
601 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4163

Canada Centre for Mineral and Energy Technology (CANMET)
Library
555 Booth Street
OTTAWA, ONTARIO

Telephone: (613) 995-4162

Resource Economics Library
580 Booth Street
Ottawa, Ontario
Telephone: (613) 995-9456

Surveys and Mapping Library
615 Booth Street
Ottawa, Ontario
Telephone: (613) 995-4071

Earth Physics Library
1 Dominion Observatory Crescent
Ottawa, Ontario
Telephone: (613) 995-5550

Canada Centre for Remote Sensing Library
240 Bank Street, 5th Floor
Ottawa, Ontario
K2P 1X4
Telephone: (613) 995-5645

Cordilleran Geology Division Library
100 West Pender Street
Vancouver, B.C.
Telephone: (604) 544-3812

Institute of Sedimentary and Petroleum Geology Library
3303-33rd Street, N.W.
Calgary, Alberta
Telephone: (403) 284-0110

Conservation and Non-Petroleum Sector

The non-petroleum part of the Sector conducts studies on coal, uranium and nuclear energy, electrical energy, transportation energy and renewable energy for policy development and information purposes. It evaluates Canada's non-petroleum energy sources and reserves and determines the demand for these resources. It is also concerned with assessments and programs relative to resource exploration, development, transportation and transmission, and use.

The Energy Conservation and Oil Substitution Branch analyzes energy demand in major end-use sectors to define the potential for energy conservation and develops programs to ensure that the full economic potential for conservation is attained. The Branch is concerned with information dissemination, provision of incentive grants and loans, and demonstrations and related conservation programs in support of greater conservation effectiveness in the residential, building, industry and federal governments sectors.

Classes of Records

EMR-10
Electrical Energy

Description: Information on electricity supply and demand, export and import transactions and plans for future additions to electrical systems. *Topics:* Resources; electrical generation; transmission; system design and interconnection, storage systems; markets; trade, consumption and use; research; costs and rates, environmental protection and control; legislation and regulation; capital expenditures and investments; and electrical power utilities.

EMR-20
Nuclear Energy

Description: Information on the nuclear fuel cycle, safeguards, nuclear power supply and demand, the nuclear industry in Canada, and radioactive waste management. *Topics:* Electricity and nuclear power; technical and economic studies; research and development; health and safety; waste management; reprocessing; prices and costs; export negotiations; safeguards and non-proliferation.

EMR-30
Uranium

Description: Information on uranium sources, reserves, supply and demand. *Topics:* Uranium exploration, reserves and resources; production and stockpiles; processing; storage and disposal; markets; use; technical and economic research; exports; costs and pricing; health and safety; legislation and regulation, capital expenditure and investment.

EMR-40
Coal

Description: Information on coal sources, reserves, supply and demand. *Topics:* Research and development, conversion processes; resources and reserves; production; transportation; markets, consumption and use; trade; environmental production; mining methods; international organizations; transportation by rail; transportation other than by rail; ports; coal policy; supply and demand; mining methods; mining environment; combustion R&D, including environmental concerns; uses for metallurgical coke; off-oil conversion; liquification; international organizations.

EMR-50
Transportation Energy

Description: Information on the conservation of traditional transportation fuels, and the development of new fuels and the impact of energy conservation on all modes of transportation. *Topics:* Vanpooling, rail, car, truck, motorcycle, marine and bus policy; driver training and instrumentation; gasoline supply-demand data; energy conservation statistics; R&D and demonstration programs on liquid fuels and propane.

EMR-60
Renewable Energy

Description: Information renewable energy resources, policies and programs. *Topics:* Biomass, geothermal, micro-hydro, solar, tidal power, and wind energy; renewable energy demonstration programs; renewable energy development programs - Forest Industry Renewable Energy (FIRE), Canada Oil Substitution Program (COSP) and the Procurement Purchase and Use of Solar Heating Program (PUSH).

EMR-70
Policy and Program Development

Description: Information on the analysis, planning and implementation of energy conservation policies and programs. *Topics:* Energy supply and demand information; consumption data; legislation; international affairs and conferences; speeches; press clippings; statistical information and reports; consumer information and surveys; pricing issues; federal-provincial matters; research reports; building codes and standards; construction materials and equipment; heating systems; and municipal energy management.

EMR-80
Home Energy Programs

Description: Information on the development, implementation and management of the Canadian Oil Substitution Program (COSP) and the Canadian Home Insulation Program (CHIP). *Topics:* Federal-provincial agreements; financial management system; management information system; media relations; program evaluation; advertising; provincial utilities; eligibility criteria for the substitution of oil by natural gas or electrical energy.

EMR-90

Federal Energy Management Program

Description: Information on conservation of energy throughout federal government departments, agencies and Crown corporations. *Topics:* Internal Off-oil Conversion Program; Internal Retro-fit Program; Internal Energy Conservation Program.

EMR-100

Industrial Sector

Description: Information on energy conservation measures adopted by Canada's industrial sector. *Topics:* Specific industries - chemical, food and beverage, textile; industrial interest groups; industry statistics; National Energy Audit Program; Industriel Energy Task Force; Atlantic Energy Conservation Investment Program; Industrial Conversion Assistance Program.

Energy Policy Analysis Sector

This Sector conceptualizes and develops Canadian energy strategy, policy and programs, negotiates and co-ordinates all aspects of Canadian energy policy in both the domestic and international areas, and co-ordinates energy policy and program functions at the departmental level. It also conducts financial and fiscal analysis corporation on and energy project policies, Canadianization objectives, and major projects in sectors of the energy economy. The activities of the Sector are carried out by the following Branches: Canadianization, Energy Policy Co-ordination, Energy Strategy, Financial and Fiscal Analysis, International Energy Relations and Special Studies.

Classes of Records

EMR-110

Macroeconomic Analysis

Description: Information on macro analysis of the economic environment of Canada, with special emphasis on interactions of the energy sector with the general economy. *Topics:* Business expenditures; consumption; fiscal policy; foreign countries; government expenditures; housing; international trade; labour; monetary policy; prices and costs; regional conditions; savings; energy; minerals.

EMR-120

Canadianization Program

Description: Confidential information on the Canadianization intentions of oil and gas companies, including information gathered under the Petroleum Monitoring Act; also negotiations with private groups on Canadianization. *Topics:* Individual company files; legislation; financial data; ownership trends; foreign investment and control.

EMR-130

Energy Demand and Price Analysis

Description: Energy demand and price forecasts; also analyses of the impact of pricing policies and price increases on the consumer, the economy and energy demand. *Topics:* Forecasts; models; petroleum products; non-petroleum products; sectors.

EMR-140

Energy Supply Analysis

Description: Energy supply forecasts; analyses and evaluations of the impact of energy policies and energy pricing policies on energy supply, and evaluation of the energy supply potential. *Topics:* Forecasts; models; petroleum products; non-conventional sources; non-petroleum products.

EMR-150

Energy Statistics

Description: General statistics and data on all forms of energy commodities in Canada and foreign countries. *Topics:* Exports and imports; resource development, production and marketing; supply and demand, coal; electricity; petroleum; natural gas.

EMR-160

Energy Policy Planning

Description: Information on the analysis, development and co-ordination of federal energy policies, strategies and initiatives; negotiations with the provinces, northern territories and native people on energy-related issues. *Topics:* Provincial issues; federal issues; federal Atlantic issues; federal Central issues; federal Northern issues; federal Western issues.

EMR-170

Financial and Fiscal Analysis

Description: Analyses and recommendations for energy policy in the oil and gas sectors, with particular reference to revenue sharing, fiscal policy, project economics, industry investment and rates of return, and federal-provincial negotiations. *Topics:* Individual and company files; legislation, taxation and revenue sharing; royalties; incentives; investment information; financial data; production statistics and forecasts; profitability.

EMR-180

International Energy Relations

Description: Information on bilateral and multilateral energy relations and negotiations, visits to and from other countries, international energy organizations, foreign energy policies, international development assistance initiatives, etc. *Topics:* International Energy Agency (IEA); Organization for Economic Co-operation and Development (OECD); United Nations and other international energy organizations; Canada-U.S. energy relations; bilateral and multilateral energy relations; North-South energy relations; Petro-Canada International.

EMR-190

Special Studies

Description: Information on policy analysis related to electrical and crown corporations (mainly nuclear and non-petroleum), and energy initiatives in the National Energy Program and conservation and renewable energy. *Topics:* Crown corporations; environmental issues; reactor safety; supply information; demand analysis; energy pricing; energy conservation; solar energy; off-oil conversion; energy use in transportation section; electricity; propane.

EMR-200

Monitoring - Petroleum Monitoring Agency

Description: Information on the monitoring of energy enterprises under the Energy Monitoring Act and Regulations. *Topics:* Accounting practices; petroleum industry; financial performance by industry segment; sources and uses of funds; foreign ownership and control.

Petroleum Sector

This Sector conducts studies on petroleum and natural gas for policy development and information purposes. It evaluates Canada's oil and gas sources and reserves and determines the demand for these resources; it is concerned with assessments and programs on resources, exploration, development, transportation, processing, marketing, use and pricing; and it is responsible for such major programs as the Oil Import Compensation Program and the Distribution Systems Expansion Program. The activities of the Petroleum Sector are carried out by the following Branches: Petroleum Utilization, Petroleum Resources, Oil Supply, Natural Gas, Oil Pricing and Compensation.

Classes of Records

EMR-210
Marketing

Description: Information on the analysis of marketing activities such as the pricing patterns of different products in major centres in Canada, competition analysis, studies of independent industry market, etc.; also evaluation of the structure of the market and demand increases. *Topics:* Export issues; export pricing; export products; import compensation; monitoring; sales realization; price; price posted; profitability analysis; supply and demand; taxes; differentiated petroleum compensation charge.

EMR-220
Processing

Description: Information on refining systems, processing capabilities, evaluation of technologies, environmental effects and transportation facilities. *Topics:* Technologies; upgrading; petrochemicals; environment; transportation.

EMR-230
Resources

Description: Resource and reserve evaluations, petroleum economic studies, resource costing and upstream activity statistics. *Topics:* Petroleum resource and production data; supply and pricing of conventional frontier, tar sands and other petroleum sources; royalties and taxation; federal-provincial agreements; research agreements; technical research reports and technical committee files; company information; industry activity; environmental impact.

EMR-240
Domestic Supply

Description: Information on the Canadian oil situation. *Topics:* Emergency inventory; information program; export; prices and taxes; import; industry activity; supply and demand; domestic transportation.

EMR-250
International Supply

Description: Information on the international oil supply situation. *Topics:* International Organization of Petroleum Exporting Countries (OPEC); non-OPEC; private industry; government owned or controlled industry; world market; International Organization for Economic Co-operation and Development (OECD).

EMR-260
Natural Gas

Description: Information on natural gas issues. *Topics:* Canada Lands (producing Canadian regions); export; prices; taxes; information program; international marketing; supply and demand.

EMR-270
Natural Gas Liquid

Description: Information on the development of natural gas liquid (NGL) sources, programs and projects. *Topics:* Propane; butane; ethane; methanol; compressed natural gas.

EMR-280
Distribution System Expansion Program (DSEP)

Description: Information on the DSEP program. *Topics:* Assistance to provinces for gas distribution; natural gas; natural gas liquid.

EMR-290
Transmission System Expansion Program (TSEP)

Description: Information on the TSEP program and financial assistance to provinces for the extension of gas transmission systems. *Topics:* Financial assistance to the provinces; natural gas; natural gas liquids.

EMR-300
Petroleum Compensation

Description: Information on the administration of the Oil Import Compensation Program, Synthetic Oil Compensation and the determination of the Petroleum Compensation Charge. It also includes the Petroleum Compensation Accounting. *Topics:* International oil prices and transportation costs; petroleum imports to Canada - volumes and prices; compensation payments by company; synthetic oil production (monthly) Syncrude and Suncor; petroleum levy payments, by company; company correspondence relating to policy and administration of compensation and levy programs; Petroleum Compensation Accounting (monthly and yearly balance of revenues and expenditures).

Manuals

- Oil Import Compensation Program Procedures Handbook
- New Petroleum Resources Compensation Program Procedures Handbook
- Domestic and Foreign Petroleum and Petroleum Products Levy Program Procedures Handbook
- Standard Procedures for Petroleum Measurement at Seaports

EMR-310
New Oil Reference Price

Description: Information on the administration of the New Oil Reference Price (NORP) in accordance with the federal-provincial pricing agreements, and of the Special Old Oil Price in accordance with the updated National Energy Program of May 31, 1982. *Topics:* Blended price; crude oil pricing; industry cost data; federal-provincial negotiations; petroleum programs; reference price; special old oil price; provincial claims; production data; expenditure data; reference price certificates.

Petroleum Incentives Administration

The Administration is responsible for the collection, analysis and study of information pertaining to the determination of companies' and individuals' Canadian Ownership Rate and Control Status and their eligibility for reimbursement of certain approved expenditures and the development of policy and regulations.

Manuals

- Operating Procedures - Petroleum Incentives Program (PIP) and Canadian Ownership and Control Determination Program (COCD)
- Manual of Interpretations of COCD Regulations (under development)
- Policy and Precedents Manual - PIP Program
- Case Assessment Criteria Manual - PIP Program

Classes of Records

EMR-320
Operations

Description: Information from companies and correspondence between the Department and the companies on the Canadian Ownership and Control Status and the Petroleum Incentives Program. *Topics:* Applications; case assessment; comptroller, management systems; program assistance, review and audit; validation and control.

EMR-330
Policy, Rulings and Evaluation

Description: Information on the development of policy and interpretations with respect to the Canadian Ownership and Control Determination Program and the Petroleum Incentives Program. *Topics:* Planning and evaluation; policy and rulings; eligible and non-eligible applicants; eligible and non-eligible expenditures; adjusted eligible expenses; inquiries, comments and concerns; case precedents; and rulings.

Canada Oil and Gas Lands Administration

The Canada Oil and Gas Lands Administration (COGLA) is responsible for the disposition and management of oil and gas rights on Canada Lands, and all mineral rights in offshore areas. It also supervises and regulates oil and gas operations under federal jurisdiction, and makes recommendations on the preparation of regulations and legislation related to these responsibilities.

Manuals

- Procedures Manual for Offshore Mineral Rights
- Procedures Manual for Orders in Council
- Accounting Procedures Manual for Oil and Gas Permits

Classes of Records

EMR-340
Resource Management

Description: Information on the approval, regulation, evaluation and inspection of offshore and frontier oil and gas production activity, and activity on federally owned petroleum resources in the provinces. *Topics:* Lease rental accounts; operating statistics; permit and lease holdings by geographic area; drilling guidelines and procedures; geological well logs; computer programs; reserve calculations; geological and geophysical reports; maps; legislation; regulations.

Energy Supplies Allocation Board

The Board develops policies, programs and information systems for the allocation of crude oil and petroleum products in the event of an emergency, and for a supplementary rationing system to reinforce the allocation programs, if required. The Board monitors petroleum supply and demand trends to evaluate the need to recommend implementation of emergency measures as provided by the Energy Supplies Emergency Act.

Manuals

- Crude Oil Allocation Manual
- Petroleum Products Allocation Manual
- Gasoline Rationing Manual
- Petroleum Emergency Allocation Systems Manual

Classes of Records

EMR-350
Energy Emergency Planning

Description: Information on contingency planning to deal with emergencies resulting from disruptions of petroleum and non-petroleum energy supplies. *Topics:* Crude oil allocation; transportation fuel rationing; alternate fuel switching supply and demand data; oil industry liaison; industrial associations and interest groups; interdepartmental committees and co-ordination; international concerns; technical studies; taxation and pricing; legal matters; and liaison with the provinces.

Uranium Canada Limited

Uranium Canada Limited (UCAN), a Crown corporation incorporated in June, 1971 under the Canada Corporations Act and continued under the Canada Business Corporations Act in 1980, is for all its purposes an agent of Her Majesty, and its powers may be exercised only as an agent of Her Majesty. The objective of the Corporation is to negotiate, execute and perform agreements for the purchase, stockpiling and sale of uranium concentrates and to do or procure the doing of anything necessary or incidental thereto, all subject to the approval of the Governor in Council.

The activities of the Corporation ceased on May 29, 1981 with the transfer of the residual uranium stockpile to Eldorado Nuclear Limited.

Classes of Records

EMR-360
Corporate Records

Description: Information on the activities of the corporation in the International and Domestic Uranium markets, including administration of contracts, sales, loans and delivery from the uranium stockpiles. *Topics:* Annual reports, by-laws, resolutions and meetings of Directors; negotiations and contracts, deliveries to and from the uranium stockpiles, sales proposals and agreements; international markets and trade in uranium and Canadian and International Uranium Producers' meetings.

Earth Sciences Sector

The Earth Sciences Sector comprises activities of the Department's Minerals and Earth Sciences Program directly related to Canada's landmass, its mineral and energy resources and geological hazards. All activities of the Sector contribute directly to the attainment of the objectives of the Minerals and Earth Sciences Program.

A comprehensive, integrated geoscience knowledge base, encompassing the whole of the Canadian landmass, onshore and offshore, is an essential prerequisite for exploration, development and management of mineral and fossil fuel resources, identifying and overcoming constraints to development and natural hazards, and minimizing the deleterious effects of human activity on the environment. Current concerns for which this knowledge is critical include: the effects of permafrost on petroleum development and transportation, pipeline routing, disposal of radioactive waste, geothermal energy, acid rain, seismic risks in areas of development and national defence. The activities of the Earth Sciences Sector are carried out by four Branches: Earth Physics Branch, Geological Surveys of Canada, Surveys and Mapping Branch and the Polar Continental Shelf Project.

Earth Physics Branch

This Branch contributes fundamental information on the geophysical framework and processes of the landmass, including a knowledge of the gravity and magnetic fields, geothermal properties and seismicity of the country.

Classes of Records

EMR-370
Geophysical Observatory Data

Description: Digital and analog recordings of seismic, geomagnetic and geodynamic phenomena from observatories. *Topics:* Seismology, seismicity; geomagnetism; geodynamics; solid earth geophysics. *Retrievability:* Files are arranged by date of recording and location of observatory.

Manuals

- Standard Seismograph Station Operator's Manual
- Regional Station Operator's Manual

EMR-380
Geophysical Field and Laboratory Experimental Data

Description: Digital and analog recordings of seismological, thermal, magnetic, gravity and geodynamic instrument readings during field experiments; also digital and analog recordings of results of geophysical experiments on earth materials in the laboratory. *Topics:* Structure of the earth; geodynamics; gravity maps and anomalies; motion of the earth; geomagnetic charts; paleomagnetism; properties of rocks; solid earth geophysics; geothermal studies. Special Access Notes: Some of these data are available according the standard list of charges. Most are in the form of raw data or working notes and are not available.

Manual

- Instrument Operations in the filed and laboratory

EMR-390
Support Documentation

Description: Field notes and books describing station locations, elevations, manual instrument readings; computer programs for correcting or manipulating geophysical data; and instrument design drawings and descriptions. *Topics:* Documentation of field station and observatory locations; computer programs; instrument drawings; solid earth geophysics.

Geological Surveys of Canada

The Geological Surveys of Canada contribute the results of the geological research and surveys, quantitative measurements resulting from geophysical and geochemical surveys and research on exploration methods and technologies.

Classes of Records

EMR-400
Geoscience Research and Surveys - Operations

Description: Information pertaining to scientific and technical projects required to perform the functions of the Geological Survey. *Topics:* Scientific projects; project identification; Annual Performance Review; Project Annual Instructions; Annual Performance Plan; Annual Progress Reports; long-Term (5-year) plans; activity approval documents. Special Access Notes: The files are cross-referenced by province and project leader. Storage Medium: Field note books, manuscript maps, photographs.

Manual

- Catalogue of Scientific Projects

EMR-410
Geoscience Research and Surveys - Information interchange

Description: Documentation on relations, liaison, agreements, conferences, meetings, grants and information exchanges between the Geological Survey of Canada and other government departments and agencies, universities, industry, committees, associations and societies both nationally and internationally. *Topics:* Canadian federal government departments; associations; Crown corporations; Advisory Committee; provincial government departments; research agreements; royal commissions; industry; universities; societies; other countries.

EMR-420
Geoscience Research Collections

Description: Research collections of specimens of minerals, rocks, meteorites, invertebrate fossils and plant remains, descriptive and photographic material pertaining to the above. *Topics:* Meteorites; fossils; minerals; invertebrate fauna; rocks; flora. *Retrievability:* Files are arranged geographically by NTS (National Topographic System) and cross-referenced alphabetically. *Storage Medium:* Specimen trays, microscope slides, photographic records.

EMR-430
Geoscience Data

Description: Quantitative and qualitative analyses and description of rocks, minerals, fossils, sediments and related geological and geophysical data derived from systematic surveys of onshore and offshore areas of Canada. *Topics:* Coal; hydrocarbons; geochemistry; mineral commodities; geochronology; palaeontology; geology; palynology; geophysics; sedimentology. *Retrievability:* Files are arranged by geographic location and by commodity or element. *Storage Medium:* Microfilm card, machine readable.

Surveys and Mapping Branch

This Branch provides the foundation for the other activities of the Sector, other government departments, municipal and provincial governments, agencies and industries by providing the geodetic, topographic and geographic base of Canada. In addition, the Branch has the responsibility for the periodic production of a National Atlas, cyclic revision of aeronautical charts, electoral maps and the surveying of Canada lands.

Divisions

- Branch Headquarters
- Geodetic Survey Division
- Topographical Survey Division
- Geographical Services Directorate
- Legal Surveys Division
- International Boundary Commission
- Reproduction and Distribution Division

Branch Headquarters

Headquarters provides planning, administrative, financial, personnel and other central services to the producing units; works closely with provincial agencies to co-ordinate federal and provincial programs to ensure an information exchange on activities of mutual interest; and includes the National Advisory Committee on Control Surveys and Mapping and the Canadian Council on Surveys and Mapping. The Branch chairs one federal committee, the Interdepartmental Committee on Air Surveys and is a member of the Interdepartmental Committee on Aeronautical Charting.

Classes of Records

EMR-440
Professional Services

Description: Information on the provision of professional services and training facilities by the Branch to CIDA; private sector surveying and mapping firms and relations with various foreign countries; also provides EMR-CIDA training and assistance to these countries. *Topics:* Barbados; Guyana; Indonesia; Nepal; Nigeria; Haiti; Morocco; Pakistan; St. Lucia; Tanzania; Zambia; Zimbabwe.

EMR-450
Foreign Aid

Description: Information on relations between the Branch and Canadian International Development Agency regarding Foreign Aid Projects. *Topics:* EMR-CIDA Agreement - (Memo of Understanding); EMR-CIDA Training and Development Assistance; Nigerian Topographical Mapping Project.

EMR-460
Scientific and Technical Exchanges

Description: Information on scientific and technical exchanges, agreements and studies with other countries; international relations between Canadian scientists in the natural and physical sciences, including medical science and scientists employed in the federal government and foreign countries; also co-operation in science and technology between Canada and various countries. *Topics:* The American Society for testing and materials; the International Cartographic Association; the American Society of Photogrammetry and the American Congress on Surveying and Mapping; the Military Air Standardization Committee, NATO, Brussels; the International Civil Aviation Organization, Montreal; Defence Mapping Agency, U.S.A.

Geodetic Survey Division

The Geodetic Survey Division provides a network of geodetic control points across the nation (points of the first order of accuracy on which other classes of surveys as well as all mapping are based). Just as a highrise building depends on a steel frame for its existence, so does the surveying and mapping structure of the nation depend on a framework of established control points. The Geodetic Survey's mission is to propogate and maintain this basic, rational positional reference network.

Classes of Records

EMR-470
Inertial Survey System

Description: Information on the adoption of inertial navigation systems to geodetic applications, which has resulted in the highly successful Inertial Survey System (I.S.S.) now routinely being applied in combination with satellite technique in the more economic extension of the geodetic network. *Topics:* Control of I.S.S. in Northern Ontario; adjusted positions and classifications; Final I.S.S., smooth co-ordinates for stations; Special projects - investigations and analyses. *Storage Medium:* Working files

— field papers.

EMR-480
Vertical Control

Description: Information on the elevation above sea level of located points. "First order levelling" provides precise measurement in the differences of elevation above sea level of points on the earth's surface. *Topics:* Municipal governments; provincial and territorial governments; EMR - other branches; levelling statistics; United States agencies.

EMR-490
Horizontal Control

Description: Information on series of points, officially described in terms of latitudes and longitudes, which serve as an "anchor" for mapping, navigation, charting, property surveying and resource exploration. *Topics:* Astro observations from 1900 to present; latitude, longitude and azimuth observations and computations; station descriptions. *Retrievability:* Astro Data Indexing.

EMR-500
Supplementary Control

Description: Information on an integrated network of lower order control throughout Canada in co-operation with provincial authorities, which provides horizontal and vertical control as requested by Topographical Surveys. *Topics:* Field surveys; field reports; mekometer reports; I.S.S. reports; inspection reports; I.S.S. adjustment reports; Inertial and Gyrosystems. *Retrievability:* Files are arranged by author.

Manuals

- ER 18 Inertial and Gyro Systems
- ER 19 Field Reports

Topographical Survey Division

The Topographical Survey is responsible for mapping the nation at map scales of 1:50,000 and 1:250,000. These figures simply mean that one unit of measurement on a map is equal to the indicated larger number of that same unit on the ground. To date, the complete mapping of Canada has been accomplished at the 1:125,000 scale only, involving a total of 918 map sheets. The larger of the new scales mentioned, the 1:50,000 provides a greater number of detailed information sheets to cover the entire nation. As a compromise between cost and the desired amount of map detail, the 1:50,000 series is well suited to today's national development needs.

Classes of Records

EMR-510
Digital Mapping

Description: Information on three programs developed for future exchange of digital topographic map information between the various levels of government: Standards for the Classification of Topographic Features; Standards for Topographic Data Precision and quality; and Standards for Electronic Data Processing as Applied to Digital Topographical Data. *Topics:* Digital Mapping Stereo Compilation; digital mapping Gestalt; Photomapper; digital mapping software; automatic digitizing.

Manual

- Digital Mapping Standards

EMR-520
Research and Development (Topographical Surveys)

Description: Research on methods of using Landstat (satellite images) to detect changes in the topography in wilderness areas, for application in the maintenance of the 1:25,000 scalings. *Topics:* Remote sensing; SURSAT project.

Geographical Services Directorate

The Geographical Services Directorate builds on the mapping of Topographical Survey and places that map information in a special perspective by using it as a background to portray the full range of geographical characteristics of Canada as a whole. These geographical characteristics are researched and brought together in a unified, coherent, cartographic entity called the *National Atlas of Canada*.

Classes of Records

EMR-530
Aeronautical Charts

Description: Information on aeronantical chart support for civil and military flight safety. Chart production is co-ordinated to ensure that air traffic controllers and pilots receive current information. *Topics:* World Aeronautical Charts; Joint Operation Graphic; Joint Arctic Weather Stations; DASH, IFR, VFR, GPH 205N, GPH 206, GPH 207. Special Access Note: The original compilation manuscript and operational charts are kept in Room 160 for revision of video and controller charts every 56 days. Available to the public through Canada Map Office and Department of Transport. *Storage Medium:* Film.

EMR-540
Canadian Permanent Committee on Geographic Names

Description: A data bank of geographical names in Canada, applicable to each topographical map and hydrographic chart. *Retrievability:* Files are arranged by map or hydrographic chart series. *Storage Medium:* Microfiche.

Legal Surveys Division

This Division is headed by the Surveyor General of Canada. It is responsible for the management and regulation of all surveys of Canada Lands under the Canada Land Surveys Act.

Classes of Records

EMR-550
Legal Surveys

Description: Information on surveys carried out by Canada Land surveyors or by provincial land surveyors which provide a safeguard to holders of land rights and supply information on the management of lands, particularly those of the native peoples, by providing good surveys, plans and maps. *Topics:* Canada Lands - National Parks, Yukon and the Northwest Territories, the offshore and 2,300 Indian reserves; boundary surveys; government department surveys; provincial surveys; inspection of approved surveys; plans under the Land Title Act; Canada Lands Survey Act. *Storage Medium:* Linen, Cronaflex, Mylar, sepiapaper, linen, matte, film, negative, Kodagraph-film, diazo negative.

International Boundary Commission

The Commission is a treaty organization that is responsible for maintaining and regulating the boundary between Canada and the United States.

Classes of Records

EMR-560
International Boundary

Description: Information on the position of any point on the boundary line. This assists in the prevention or resolution of jurisdictional disputes between Canada and the United States. *Topics:* Boundary line traversing; regulating the construction of works near the boundary; monuments; territorial waters; U.S.-Canada environmental relations.

Manuals

- 15 Year Long Range Plan - International Boundary Commission Field Manual

Reproduction and Distribution Division

The Division makes available to users, on a cost-recovery basis, the data collected and compiled by other Divisions of the Branch. The Division's operations are financed largely from the sale of these products to the users. The products include topographic maps, geographical maps, aeronautical charts and air information publications produced by Topographical Surveys and Geographical Services. Users of the products include federal government departments and agencies, industry, educational institutions, and, to an ever-increasing degree, the general public.

Classes of Records

EMR-570
Map Reproduction

Description: Information on the provision of duplicate map reproduction negatives to other governments and industry. *Topics:* Topographical maps; geographical maps; aeronautical charts.

EMR-580
National Air Photo Library

Description: A hard copy collection of all aerial photography acquired by the federal government. *Topics:* Aerial photography reproduction; aerial photography processing; aerial photography; contact prints; diapositives; remote sensing; customer orders.

Polar Continental Shelf Project

The Polar Continental Shelf Project provides a centralized logistic service for scientific work being conducted in the Arctic. In addition, it provides information to the scientific community and local inhabitants on Arctic research and operations. It also conducts limited research into Arctic problems which are not being addressed by other agencies.

Classes of Records

EMR-590
Hydrographic and Oceanographic Surveys

Description: Information on the charting, measurement of flow, behavioral investigation and delineation of the extent and depth of Arctic waters; also studies in marine biology, sea-bottom morphology and resource exploitation of Arctic waters.

EMR-600
Glacier Physics

Description: Information on physical properties and composition of glaciers, including chemical and climatic data from ice cups in the Canadian Arctic and Greenland.

EMR-610
Wildlife Studies of the Arctic

Description: Information on the Arctic study of living things that are neither human nor domesticated, such as mammals, birds or fish.

EMR-620
Terrestrial Geology

Description: Information on investigations of terrestrial geology of Arctic regions, which includes information on the history of the earth, plant life and inhabitants as recorded in the rocks.

Mineral Policy Sector

This Sector is responsible for developing, promoting, co-ordinating and recommending national policies, plans and programs for non-fuel minerals. It is also responsible for the collection, assembly and publication of national mineral statistics on behalf of the federal government in co-operation with the provinces, and the co-management (with the Department of Regional Economic Expansion) on behalf of the federal government of mineral development sub-agreements currently with six of Canada's 10 provinces. In addition, the sector provides direction for the management of the Minerals Program within the Department.

Its work includes the collection of national and international data and intelligence, the conduct of ongoing appraisals, studies and representations in a provincial, national and international context on matters of exploration, development, production, processing, transportation, trade and use of non-fuel minerals. The Sector is divided into three Divisions: Information Systems, Mineral Development and Mineral Supply.

Classes of Records

EMR-630
Mineral Commodity Information

Description: Mineral commodity information on Canadian and world supply and demand in minerals, necessary to analyze the development and production of domestic and foreign mineral resources and products, and the availability of minerals for export. *Topics:* Reserves; economics; legislation and regulation; exploration methods; manpower and employment; occurrence; mining methods; exploration; processing; environment; production; transportation and storage; projects and studies; development; use.

Manual

- Mineral Policy Sector Records Index

EMR-640
Corporate Information

Description: Corporate information maintained in support of the mineral supply, mineral development, economic and policy analysis and mineral information system sub-activities of the Minerals Program. *Topics:* Corporate history; financial data; property holdings; annual reports and field investigation studies. *Retrievability:* Files are arranged by company.

Manual:

- Mineral Policy Sector Records Index

EMR-650
Statistical Information

Description: Data acquired from statistical surveys of the industry, in co-operation with the provinces, as direct support to the mineral information system sub-activity (which, in turn, supports other sub-activities within mineral development) and other activities, of the Minerals Program. *Topics:* Mining, milling, refining, financial and marketing data.

Manual

- Mineral Policy Sector Records Index

EMR-660
International Minerals

Description: Acquired information on foreign mineral resources and products, imports, and international trade matters. Data sources include the OECD, ECE, UNCTAD, NATO, etc. *Topics:* United Nations; Organization for Economic Co-operation and Development (OECD); country files; North Atlantic Treaty Organization (NATO); Federal-Provincial Committee on International Economic

Development (CIEC); tariffs and trade; European Economic Community (EEC); Law of the Sea; Canadian Economic Commission (CEC); Economic Commission for Europe (ECE).

Manual

- Mineral Policy Sector Records Index

EMR-670
Regional Development and Planning

Description: Information on mineral resource production, transportation and technology by province or region. Records also cover federal-provincial cost-shared programs for economic development or ones that are straight federal initiatives. *Topics:* Department for Regional Economic Expansion (DREE); World Economic Opportunities Conference (WEOC); Non-Renewable Resource Evaluation Program; Northern development; native land claims; economics; transportation; mineral technology; mineral development.

Manual

- Mineral Policy Sector Records Index

EMR-680
Resource Evaluation, Mineral Supply

Description: Information on the mineral supply - the information bases used to ensure the availability to Canadians of an adequate supply of minerals and metals for current and future uses. *Topics:* Mineral reserves and resources; energy reserves and resources; commodity supply monitoring (Canadian Mines); technological developments; mineral exploration; ocean mining; mining costs; import monitoring; recycled metals.

Manual

- Mineral Policy Sector Records Index

EMR-690
Resource Strategy

Description: Information on the macroeconomic analysis of domestic and international non-energy minerals. *Topics:* Canadian non-energy mining industry; federal-provincial issues; cost of new mining projects; mineral demand studies; environmental issues; constitutional factors; taxation issues; industry structure studies; foreign ownership.

EMR-700
Social and Environmental Information

Description: Records on health and safety, human resources, single enterprise communities and environmental issues. *Topics:* Environment; human resources: training, manpower incentives.

Manual

- Mineral Policy Sector Records Index

Research and Technology Sector

This Sector is responsible for research which spans the accepted public sector spectrum of regulatory, protective and production-efficiency technologies to enhance the development of Canada's renewable and non-renewable resources. Specifically, technologies for the extraction, processing, use and conservation of mineral and energy resources; the regulation of explosives; and remote sensing, are addressed by four activities in the Minerals and Earth Sciences Program and one activity in the Energy Program. These areas of interest - energy, mineral resources and high-technology industrial development - relate directly to government priorities for the 1980s. These activities are carried out by four Branches: the Canada Centre for Mineral and Energy Technology (CANMET), the Canada Centre for Remote Sensing (CCRS), the Office of Energy Research and Development (OERD) and the Explosives Branch.

Canada Centre for Mineral and Energy Technology

The Canada Centre for Mineral and Energy Technology (CANMET) carries out R&D to assure effective use of minerals and energy, to develop new technology and to assure the availability of energy from innovative as well as traditional sources. Work proceeds through contracts and in-house to find ways of improving the recovery, processing and use of energy resources. Research focuses on developing alternative resources which lie untapped: oil sands and heavy oils, substituting coal for oil and gas in the generation of electrical energy; and minerals technology. The focus is on exploitation of deep-lying, complex deposits, recycling waste products and reducing environmental damage. CANMET is also charged with the certification of non-destructive testing personnel for government and industry. Work is carried out through the Physical Metallurgy Research Laboratories (PMRL), the Mining Research Laboratories (MRL), the Mineral Sciences Laboratories (MSL) and the Energy Research Laboratories (ERL).

Classes of Records

EMR-710
Physical Metallurgy Technology Research and Development (PMRL)

Description: Information on metals R&D technology, metals research and processing technology, standards and specifications. *Topics:* Metals Research; Minerals Program (Utilization) - abrasion, corrosion, line pipe steel, plate steels, steels in soils, welding of pipe, pressure vessels, zone toughness, weld defect, weld mechanics, fracture and stress, corrosion-resistant steel reinforcement in concrete; free machining steels; energy conservation in metal castings; continuous casting; metal casting industry technology; electroslag casting; high strength copper-base alloy for ship-board systems; aluminium castings; marine materials; automative materials; rolling mill performance fluidized-bed cooling; casting standards; Metals Research, Minerals Program (Processing) - foundry sands, metallic wastes, packed bed filter, welding, health and safety; Metals Research, Energy Program (Utilization) - oil sand tailings pipelines, in-site production materials problems, materials for hydrocracking and refining evaluation of materials for natural gas pipelines, development of improved steels and processes for oil and gas pipelines.

EMR-720
Mineral Technology Research and Development (MSL)

Description: Information on basic and applied R&D of new and improved technology for processing of ores and concentrates, involving mineralogy, crystallography, spectrography, analytical chemistry and the production and distribution of standard reference ores typical of major Canadian deposits. *Topics:* Mineral processing; mineral dressing; construction materials; ceramics; non-metallic and waste minerals; mineralogy; analytical chemistry; ores and fire assay; solution chemistry; spectrochemistry; physical chemistry; extractive metallurgy; process metallurgy; Canadian Certified Reference Materials. Special Access Notes: Records are with the appropriate laboratory managers. *Storage Medium:* Magnetic discs relating to computer programs for chemical analysis and crystal structure determination and spectrochemistry.

EMR-730
Mining Technology Research and Development (MRL)

Description: Information on the development of new technology through associated research and development applicable to most facets of surface and deep underground mining; includes consideration of environmental and safety factors in the exploitation of minerals and mining of oil sands. *Topics:* Certification and contract testing, underground environment - diesel emissions, ventilation, methane coal dust explosion, underground communications, raise boring, backfill problems, ground stress investigations, mining mechanics, oil sand mining, safety boards of inquiry; health and safety, mine dust, noise and vibration, hearing problems, in-house research in dust sampling, radiation dosimetry and radiation problems; mine tailings, mining reclamation; vegetation technology; agricultural practices; growth chamber technology; radioactive waste; explosives test results; tunneling; uranium reserves, rock properties. *Storage Medium:* Slides, aerial photographs and computer magnetic tape.

Manual:

- User Manuals for Computer Applications
- Procedure Manuals for X-Ray Analysis of Mine Dust
- X-Ray Operations
- Analytical Method of Waste Water

EMR-740
Energy Technology, Research and Development (ERL)

Description: Information on the analysis and characterization of fossil fuels; the evaluation of fuel quality; and development and assessment of technology for improved upgrading, processing and conversion of coals, oil sands and heavy oils, and for more efficient, environmentally acceptable full combustion of various fuel types. *Topics:* Combustion research and development; energy conservation; industrial heating; substitution of coal for oil; synthetic fuels research and development, coal analysis; characterization of coal derived products; coal processing - washing, carbonization, testing, conversion, physical properties, iron making, blast furnace. Storage Medium: Photos, magnetic discs, slides.

EMR-750
Mineral and Energy Technology Information Transfer

Description: Correspondence on the transfer and exchange of scientific and technological information in the fields of energy, mining, minerals and metallurgy, including technological information inquiries and advice. (The publication of CANMET technical and scientific publications is a function of the Technology Information Division). *Topics:* Environment protection, international affairs; technological exchange; energy; energy research and development; coal; conservation; Mineral Research Program; mining; physical metallurgy.

Manual

- Guide for the Preparation of CANMET Publications

EMR-760
Certification of Non-Destructive Testing Personnel (PMRL)

Description: Information on the control of the certification of non-destructive testing (NDT) personnel from government and industry, by the NDT section of CANMET as certifying agent under standards of the Canadian General Standards Board. Certification requires written and practical tests. Note: NDT is testing to detect internal and concealed defects in materials using methods and techniques that do not damage or destroy the items being tested. *Topics:* Non-destructive testing personnel; Non-Destructive Test Examination Papers; cross reference file of marks and renewal dates; specifications for non-destructive testing; X-rays of metallic material (weldments, castings); NDT courses.

Canada Centre for Remote Sensing

The Canada Centre for Remote Sensing (CCRS) is responsible for the development and demonstration of systems, methods and instruments to acquire, disseminate and analyze remote sensing data from aircraft and satellites, as a contribution to the development of effective information and management systems for Canada's land and ocean resources and environment.

Classes of Records

EMR-770
Airborne Remote Sensing

Description: Information on the development of airborne sensors, navigation systems and related data processing facilities. A fleet of four aircraft is used in missions directed towards development and testing of remote sensing sensors and techniques for use by federal and provincial governments and private industry. *Topics:* Photographic equipment; ice thickness; oil pollution; sensors; heat loss; navigation systems; aircraft; hydrography; European Space-Agency; Surveillance Satellite.

EMR-780
Remote Sensing Data Conversion

Description: Information on the operation of receiving stations at Prince Albert, Saskatchewan and Shoe Cove, Newfoundland and on transmission of data from satellites to Ottawa for processing. The data is converted into film products, computer tapes and facsimile transmissions which are sold to users. *Topics:* Landsat, NOAA satellites and related imagery; ground stations; multispectral scanners; satellite sensors; software development; radar satellite development; customer accounts.

EMR-790
Development and Use of Remote Sensing Techniques

Description: Information on the development and practical application of Remote Sensing Data. Computer-assisted image analysis is developed and used in resource management and environmental monitoring. *Topics:* Crop monitoring; Image 100 development; image processing; sea-ice studies; spectroscopy; Land-Use Studies; infra red applications; marketing of remote sensing products. Storage Medium: Magnetic tapes, magnetic disc packs, aerial photographs.

Manual

- Manual for operation of Photographic Analysis System

Office of Energy Research and Development

The Office of Energy Research and Development (OERD), as secretariat for the Interdepartmental Panel on Energy Research and Development, is responsible for the development of federal R&D policies to support national energy strategy options; collection of information on R&D and demonstration activities in federal and provincial departments and agencies, industry, universities, and internationally; provision of advice the on allocation of federal R&D resources; technical evaluation of federal R&D programs; management of energy R&D programs through contracts and co-operative agreements; and provision of information on Canadian energy R&D.

Classes of Records

EMR-800

Energy Research and Development

Description: Information on general federal R&D activities, as well as specific tasks and programs funded by the Panel on Energy Research and Development. *Topics:* Financial records; supply and demand; transportation and transmission; international arrangements and activities; federal-provincial agreements and activities; demonstration projects; expenditures and funding; environmental concerns; renewable energy resources and energy conservation; fossil fuels; uranium resources.

Explosives Branch

This Branch is responsible for the administration of the Canada Explosives Act and related activities in the explosives field. Its responsibility includes control over all factories that produce commercial blasting explosives, military explosives, blasting accessories, sporting ammunition, fireworks and other pyrotechnics, and control of the quality and safety of these products. The Branch also monitors road transportation, storage, sale and importation of explosives.

Classes of Records

EMR-810

Administration of the Canada Explosives Act

Description: Information on the regulation throughout Canada of the manufacture, storage, sale, transportation by road and use of explosives on federal projects. This is done by inspecting and licensing factories, magazines and road vehicles, authorizing explosives, providing technical advice to other government agencies (international, federal and provincial) and conducting training courses on explosive safety. *Topics:* Explosives Act and Regulations; Authorized Explosives; statistics; storage requirements; factory licences; testing and authorization; magazine standards; magazine licences; classification; transportation; temporary magazine licences; explosive types; disposal of explosives; import permits; ammonium nitrate/fuel oil; manufacture; transportation permits; accidents; publications.

Manual

- Explosives Branch File Index

Background

The Department of the Environment officially came into being on June 11, 1971, following proclamation of the Government Organization Act (1970). It was created to amalgamate elements within the federal government already involved in work related to the Canadian environment and our renewable resources. The Department is also known by the short form Environment Canada.

On April 2, 1979 the proclamation of the Government Organization Act (1979), reorganized Environment Canada into two departments: a new Environment Canada which included Parks Canada, and Fisheries and Oceans Canada. The present Minister, the Honourable John Roberts, was appointed on March 3, 1980.

Environment Canada includes the Atmospheric Environment Service, formerly the Canadian Meteorological Service, from the Ministry of Transport; the Canadian Forestry Service; the Environmental Protection Service; the Environmental Conservation Service, which is made up of the Canadian Wildlife Service, the Inland Waters and the Lands Directorates; Parks Canada, which includes National Parks, National Historic Parks and Sites, Canadian Landmarks, Heritage Canals, Rivers, Buildings and other Co-operative Heritage areas and Agreements for Recreation and Conservation; and Finance, Personnel and Administrative Service.

Laws and Regulations

- Ambient Air Quality Objectives, Nos. 1 and 2
- Canada Water Act
- Canada Wildlife Act
- Chlor-Alkali Mercury Liquid Effluent Regulations
- Clean Air Act
- Environmental Contaminants Act
- Fisheries Act
- Forestry Development and Research Act and Regulations
- Game Export Act
- Historic Sites and Monuments Act
- International River Improvements Act
- International River Improvements Regulations
- Lake of the Woods Control Board Act
- Leaded Gas Regulations
- Lead-Free Gasoline Regulations
- Meat and Poultry Products Plant Liquid Effluent Regulations
- Metal, Mining Liquid Effluent Regulations
- Metallurgical Industries Arsenic Information Regulations
- Migratory Birds Sanctuary Regulations
- Migratory Birds Convention Act
- Migratory Birds Regulations
- National Battlefield Act of Quebec
- National Parks Act and Regulations
- Ocean Dumping Control Act and Regulations
- Parks Canada Policy
- Petroleum Refinery Liquid Effluent Regulations
- Phosphorus Concentration Control Regulations
- Pulp and Paper Effluent Regulations
- Weather Modification Information Act and Regulations
- Wildlife Area Regulations

Overall Responsibilities

The primary object of Environment Canada is to preserve and enhance the quality of the environment for the benefit of present and future generations of Canadians. This will lead to the achievement of the goals of safeguarding:

- man's health and property from harmful substances and environmental changes, whether natural or man-made; resource productivity, through conservation and wise use of renewable resources, for sustained economic and social benefits;
- man's quality life, on the basis of the development of society in harmony with its environment, permitting enjoyment of the environment and its constituent resources; and
- Canada's heritage, through the protection for all time of those places which are significant examples of Canada's natural and cultural heritage and the encouragement of public understanding, appreciation and enjoyment of this heritage in ways which leave it unimpaired for future generations.

The fulfillment of this commitment encompasses the functions of informing, influencing, protecting, regulating, monitoring, carrying on and practising scientific research, resource management and conservation.

The responsibility for the environment and its constituent resources is shared between the federal and provincial governments, with each level having jurisdiction over different aspects of the environment. The provinces have direct management responsibility for most environmental and resource matters within their borders. The federal government has responsibility for matters clearly within its jurisdiction (e.g., the Territories, National Parks, oceans, some resources such as fisheries, flow of goods into and within Canada, and the impact of its own activities) and for matters which the provinces cannot readily or cost-effectively undertake separately (e.g., weather services, information collection, and research). As environmental processes transcent political boundaries, and as the same human activity can impinge on matters under both federal and provincial jurisdictions, there is a basic requirement for both levels of government to co-operate in the formulation and execution of their environmental policies.

In addition to its activity within this overall domestic framework, the Department is also dealing with international issues in a way that will protect Canada's environment and renewable resources, and at the same time contribute meaningfully to the resolution of international problems such as world-wide contaminant research, climatic change, long-range transport of air pollutants and development in developing countries.

The federal government is generally expected to have views on environmental issues which, regardless of jurisdiction, are of increasing concern to the public. The public expects the government and enhancement of environmental quality. There is a continuing public expectation of sound environmental policy which involves the promotion of development in which economic, social and environmental policy which involves the promotion of development in which economic, social and environmental objectives converge. The evolution of public consciousness about collective responsibility is actively fostered by the Department through greater communication and awareness of environmental problems and by the maintenance of an open, accessible information service.

The Department services the mandate of the Minister who is the main advocate of prudent consideration of the environment in planning by the government. This task can conveniently be viewed within four main interrelated functions undertaken through the activities of a number of federal departments and agencies. These functions are described below.

- Monitoring and scientific research - Data collection, monitoring of developments, scientific research, analysis and interpretation of the state and processes of the environment are undertaken for air, water, oceans, land, forests and wildlife. This generates information of various types, including the definition of environmental and health constraints.

- Protection and Regulation - In light of these constraints, where federal authority exists (e.g., ocean dumping, federal facilities clean-up, Northern resources), the Department works to minimize adverse impacts of toxic substances and pollutants on human health, environmental systems and renewable resources.

- Resource Management and Conservation - Directly, if within federal responsibility (e.g. migratory birds, parks, federal lands), or jointly with the provinces if jurisdiction is concurrent (e.g., boundary water river basins and flood damage reduction), Environment Canada promotes conservation and sustained economic use.

The specific Parks Canada objective is to protect for all time those places which are significant examples of Canada's natural and cultural heritage and to encourage public understanding, appreciation and enjoyment of this heritage in ways which leave it unimpaired for future generations.

- Information and Influence - Information and technical services of various types (e.g., meteorological and ice services, water information, land-use data and pollution abatement technology are provided to a wide variety of users. Information and advice influence the environmental protection and resource management decisions of others (the private sector, provinces and other countries) to provide maximum continued benefit to all Canadians, and encourage responsible environmental behaviour by the federal government and other jurisdictions.

General Information

Information Directorate

A General Departmental Publications List and a Scientific and Technical Departmental Publication List are prepared by the departmental Inquiry Centre (Information Directorate). Other lists of general, scientific and technical publications are produced by the Services and Directorates listed below:

- Canadian Forestry Service (CFS)
- Environmental Conservation Service (ECS)
- Inland Waters Directorate
- Lands Directorate
- Canadian Wildlife Service (CWS)
- Environmental Protection Service (EPS)
- Air Pollution Control Directorate
- Environmental Impact Control Directorate
- Water Pollution Control Directorate (PC)
- Parks Canada (included in the General Publications List of Environment Canada
- Atmospheric Environment Service (AES)
- Federal Environmental Assessment Review Office (FEARO)
- Office of the Science Advisor
- Canadian Environmental Advisory Council

Access Procedures

Please address formal requests under the Access to Information Act to:

Access Co-ordinator
Department of the Environment
10 Wellington Street
Les Terrasses de la Chaudiere
28th Floor,
Hull, Quebec
K1A 0H3
Telephone: (819) 997-2821

National Capital Region

Access Contact
Environment Canada
Finance Personnel and Administration
10 Wellington Street
Les Terrasses de la Chaudiere
23 Floor
Hull, Quebec
Telephone: (819) 997-0210

Access Contact
Environmental Protection Service
Place Vincent Massey, 15th Floor
Hull, Quebec
Telephone: (819) 997-1575

Access Contact
Environmental Conservation Service
Place Vincent Massey, 18th Floor
Hull, Quebec
Telephone: (819) 997-1252

Access Contact
Atmospheric Environment Service
Terrasses de la Chaudiere
27th Floor
Hull, Quebec
Telephone: (819) 997-1588

Access Contact
Parks Regions
Parks Canada Program
Terrasses de la Chaudiere
27th Floor
Hull, Quebec
Telephone: (819) 997-9525

Access Contact
Canadian Forestry Service
Place Vincent Massey
21st Floor
Hull, Quebec
Telephone: (819) 997-1454

Access Contact
Federal Environment Assessment
Review Office (FEARO)
Fontaine Building
13th Floor
Hull, Quebec
Telephone: (819) 997-1000

Regions

Pacific and Yukon Region

Access Contact
Department of the Environment
1001 West Pender Street
Room 400
Vancouver, British Columbia
V6E 2M7
Telephone: (602) 544-2883

Western and Northern Region

Access Contact
Department of the Environment
9942 - 108 Street
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2555

Ontario Region

Access Contact
Department of the Environment
55 St. Clair Avenue East
7th Floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 525-6406

Région du Québec

Access Contact
Ministère de L'Environnement
C.P. 10100
Édifice Champlain, 5e étage
2700, boul. Laurier
Ste-Foy, P.Q.
G1V 4H5
Telephone: (819) 694-4406

Atlantic Region

Access Contact
Department of the Environment
Bank of Montreal Tower
17th Floor
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 454-5896

Major EDP Systems

- Climatological Data Archive, AES
- World Ozone Data, AES
- National Water Quality Data (NAQUADAT), ECS
- Water Resources Document References (WATDOC), ECS
- Great Lakes Limeological Data, ECS
- Automated Hydrometric Data, ECS
- Sediment Survey Data, ECS
- Glaciology Data, ECS
- Canada Geographic Information System, ECS
- Migratory Game Bird Data, ECS
- Migratory Game Bird Data, ECS
- Water Effluent National Inventory System (WATENTS), EPS
- National Air Pollution Surveillance (NAPS), EPS
- National Air Emissions Inventory (NEIS), EPS
- National Environmental Emergency Locator System (NEELS), EPS
- National Analysis of Trends in Environmental Spills (NATES), EPS
- Canadian Chemicals in Commerce (CCC), EPS
- Forest Insect and Disease Survey (FIDS), CFS
- National Forestry Statistics Data, CFS
- Canadian Inventory of Historic Buildings (CIHB), PC

Parks Canada

Program Management Directorate

The activities of this Directorate include the overall management of program planning and evaluation functions in Parks Canada, the

preparation of multi-year forecasts and estimates and the development and implementation of policies, programs and standards related to general administration, information services, liaison and co-operation at the national and international level, management consultation, reviews and audits, socio-economic research, and townsite management. They also include realty policy and engineering and architectural activities which are shown separately in this listing. The records in the following classes are located at Parks Canada Headquarters, and Regional and Park offices.

Classes of Records

EC-10
Parks Canada Program

Description: Information on the general management and operational responsibilities of the Parks Canada Program. *Topics:* Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources - inventories, management and research; park signs; general surveys and studies.

Manuals

- National Parks Act and Regulations
- Parks Canada Policy Reference Manual (PRM 40-1)
- Parks Canada Administrative and Management Guidelines
- Parks Canada Sign Manual (PRM 40-2)
- Parks Canada Trail Manual (PRM 40-3)
- Parks Canada Campground Manual (PRM 40-4)
- Parks Canada Identification Manual (PRM 40-5)
- Parks Canada Natural Resources Management Process Manual (PRM 40-6)

Realty Division

The function of this Division is to provide direction and guidance on the management of real property administered by Parks Canada, and involves leases, licences, agreements, rentals, acquisitions, disposals and titles.

Classes of Records

EC-20
Realty

Description: Information on the management of real property administered by Parks Canada for the purposes of National Parks, National Historic Parks and Sites, Heritage Canals and Corridors and includes the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale and disposal of Crown-owned land and other related land matters. *Topics:* Admiralty, Dominion and Ordinance lands; general agreements; agreements for bridges and causeways; roads, walks and highways, wharves and docks; boundary lines and encroachments; freehold lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities - land use, rental setting. Storage Media: EDP and microfiche. *Retrievability:* The general realty records are arranged by subject. Individual leases, licences of occupation and concessions are arranged by location, the number of the lot and block and by the name of the individual.

Socio-Economic Division

The function of this Division is to provide socio-economic advice and related research to the Parks Canada Program; to maintain a socio-economic research data accumulation and data analysis capacity; to develop socio-economic research methods to meet recurring Parks Canada Program needs; and to maintain a socio-economic information program.

Classes of Records

EC-30
Socio-Economic Projects

Description: Information on socio-economic surveys and studies carried out by Parks Canada in support of the planning, development and operation of National Parks, National Historic Parks and Sites, Heritage Canals and Agreements for Recreation and Conservation. *Topics:* Research review process; information inquiries from internal and external source research projects; surveys and studies; historical data.

EC-40
Park - Site Database

Description: Information on the collection of attendance data for National Parks and National Historic Parks and Sites; collection of information on interpretation, camping and gateways at National Parks; vessel movement data on the Heritage Canals. *Topics:* Attendance data for National Parks and National Historic Parks and Sites; interpretive facility and services data collection; campgrounds utilization, volume of vehicle traffic at National Park gateways; vessel movement data on the Heritage Canals. *Storage Medium:* EDP systems. *Retrievability:* These records are located at Parks Canada Headquarters, Regional offices and Park offices. A Parks Canada Use Statistics report is issued annually and distributed widely (300 copies) to government agencies, universities and libraries. Monthly attendance reports (200 copies) are also distributed widely in a similar manner.

EC-50
Socio-Economic Information

Description: Information on the socio-economic aspects of park use, outdoor recreation, tourism, management and program evaluation. *Topics:* Research methodology; examples of research projects; socio-economic impact studies; bibliography on relevant topics, visitor use studies, resource management, recreation, tourism. Storage Media: Microfiche and film.

Engineering and Architecture Branch

The function of this Branch is to establish technical policies, standards and guidelines for engineering and architectural services and to provide functional direction and support to the Parks Canada Program in engineering, building and landscape architecture, and historic restoration, including planning, design, construction, operation and maintenance of Parks Canada real property facilities and capital assets.

Classes of Records

EC-60
Historical and Contemporary Technical References

Description: Plans, drawings, specifications, standards, guidelines and reports on historical and contemporary engineering and architectural projects in Parks Canada; also historical records and training material on historical preservation. *Topics:* Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. Storage Media: EDP and microforms.

Manuals

- Technical Standards, Guidelines and Procedure Manuals describing methods, material and required skills to design, construct, maintain, repair and restore Parks Canada contemporary and historical physical assets

- Guidelines on the resources planning, the organization and management of Engineering and Architecture functions and other technical activities and systems

EC-70
Projects

Description: Information on engineering and architectural projects carried out in the Parks Canada Program, including the project authorization form, project brief, design data, cost estimates, management reports and project schedules. (See also EC-10, Parks Canada Program). *Topics:* Planning, design, construction, operation, maintenance, equipment, services, utilities, facilities, claims and evaluation.

Agreements for Recreation and Conservation Branch

The activities of this Branch include the operation, maintenance and major upkeep of Canada's heritage canals for their preservation as historic examples of early engineering technology and for their recreational use by Canadians. The Branch is also responsible for identifying certain heritage areas containing significant natural and cultural resources, and in conjunction with other levels of government, organizations and individuals through Agreements for Recreation and Conservation, providing for their protection, use and enjoyment by the public. A further activity involves the protection and use of heritage rivers designated under co-operative agreements with provincial and territorial governments.

Classes of Records

EC-80
By-ways - Land and Water Routes

Description: Information on the operation, maintenance and major upkeep of federally operated heritage canals on the Rideau, Trent-Severn, St. Peters, Richelieu and Ottawa waterway systems; Agreements for Recreation and Conservation with other levels of governments, organizations and individuals for the research, planning, development and management of co-operative heritage areas, land and water route corridors and the protection of Canada's heritage rivers. *Topics:* General correspondence and reports on land and water routes; the construction, maintenance and repairs to facilities and works on Parks Canada's heritage canals; operation of the canals; the planning, research and development of historic and natural corridors for recreational and conservation purposes; the protection and use of Canada's heritage rivers.

Manuals

- Canal Regulations

- Canal Land Regulations

National Parks Branch

The activities of this Branch include the development and operation of a system of national parks which will protect natural areas of Canadian significance for all time; the development of a system of natural landmarks comprising exceptional sites of national significance for their natural and scientific heritage value. The Branch is also responsible for the development and implementation of policies, procedures and legislation for planning and managing these systems to enable their use and enjoyment by the public.

Classes of Records

EC-90
Environmental Protection

Description: Information on environmental protection in the National Parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. *Topics:* General correspondence and reports on environmental protection; pollution and pollutants; regulations; reports and returns; surveys and studies; water supplies and wildlife.

Manual

- The National Parks Act and Regulations Manual

EC-100
Flora

Description: Information on the botany, ecology and forestry management in the National Parks. *Topics:* General correspondence and reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting.

EC-110
Health and Social Services

Description: Information on the various health and social services provided to people in a park. *Topics:* Health services for park visitors - ambulance, hospital and nursing stations; health and welfare services for park residents by provincial governments.

EC-120
Justice and Law Enforcement

Description: Information on justice and law enforcement in the National Parks, and the National Historic Parks and Sites. *Topics:* Justice and law enforcement; crimes and violations; judicature; juvenile delinquents; police services; reports and returns; statistics; surveys and studies.

EC-130
Marine National Parks

Description: Information on marine environments (both salt and fresh water) protected as Marine National Parks because of their natural phenomena. *Topics:* General development and planning; surveys and studies.

EC-140
Mineral Resources

Description: Information on mining, oil and gas activities at or near Parks Canada facilities. *Topics:* Mineral exploration and development; mineral claims; quarrying and various mining activities; oil and gas exploration and development; leases and permits.

EC-150
National Landmarks

Description: Information on national landmarks which have been designated primarily to protect specific natural phenomena without requiring large land holdings in order to preserve and interpret them. *Topics:* Development and planning; surveys and studies.

EC-160
National Parks

Description: Administration, Management and control of National Parks. *Topics:* Archaeology and artifacts; cemeteries; development and planning; management plans; interpretive planning; townsite planning; regional planning; ski areas; day use areas; interpretive services; nature trails; signs; talks and tours; special events; extension services; interpretive centres; permits to collect specimens; public participation; research; sports; statistics; surveys and studies; tourists and tourism - accommodation; bath houses; hot springs; catering and restaurants; souvenirs and handicrafts.

EC-170
Water Resources

Description: Information on the use of water resources in the Parks. *Topics:* water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations; reports; surveys and studies.

EC-180
Wildlife

Description: Information on all types of wildlife in the National Parks and National Historic Parks, including the management and protection of wild animals, birds, fish and insects. *Topics:* Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; preserves; furs and hides; fish culture; hatcheries and stocking; sport and commercial fishing in National parks; insects and their control; use of insecticides.

National Historic Parks and Sites Branch

This function of Parks Canada is concerned with the preservation, development, maintenance, operation and interpretation of National Historic Parks and Sites. These parks and sites commemorate persons, places and events which have been declared by the Minister, acting on the advice of the Historic Sites and Monuments Board of Canada, to be of national historical or architectural significance. The activities of the Branch include archaelogical, historical and architectural research; interpretation through live animation, exhibits, films and slide programs; conservation of artifacts; and curatorial services on period furniture, costumes and apparels.

Classes of Records

EC-190
National Historic Parks and Sites

Description: Information on the preservation, development, management, interpretation, operation and maintenance of the National Historic Parks and Sites of Canada. *Topics:* Monuments and plaques; Canadian Engineering Heritage Records; proposed parks and sites; public participation; permits; heritage conservation and building programmes; other heritage agencies; historic resources in other countries; seasonal closing; archaeology and artifacts; identification, inventory and recording of historic buildings; cemeteries; development and planning, including management plans; interpretation planning; programs for the acquisition, development and control of lands and facilities within national historic parks and sites; interpretive services - exhibits, interpretive routes, costumes, period ordinance and furnishings, personal interpretive contracts, theatres, guided tours, extension programmes, special events and interpretation centres; documentary, archaeological and architectural research; restoration; statistics, surveys and studies; tourist activities and tourism, souvenirs and handicrafts.

Environmental Conservation Service

Policy and Program Development Directorate

The Directorate integrates the many programs of ECS into a cohesive operation, develops and implements national environmental conservation policies and strategies, evaluates and controls the effectiveness and efficiency of ECS programs; and develops implements and coordinates integrated Department-wide programs. Class of Records

EC-200
Program Activity Structure and Objectives

Description: Information on systems for strategic and operational planning and program evaluation, management practices and controls, performance measurement, priority settings, resource - based economic strategy and perspective, socio-economic and scientific development studies, implementation of integrated programs. *Topics:* Program activity structures and objectives; surveys and studies; Improvements in Management Practices and Controls (IMPAC); toxic substances; Co-operative Projects with Industry (COPI); Pilot Industry Laboratory Program; Shore Zone Program; Biomass.

Canadian Wildlife Service

Under the Migratory Birds Convention Act and Regulations, the Canadian Wildlife Act and Regulations and the Game Export Act, the Canadian Wildlife Service has line responsibility for the management and protection of migratory birds and key elements responsible for international liaison, integrated studies and continental management with its sister agency, the Fish and Wildlife Service, U.S. Department of the Interior, and with other foreign governments.

Migratory Birds

This Branch is responsible for the protection and management of migratory birds through development of regulations, habitat management supporting research and surveys; direction of nation-wide surveys of migratory birds for regulatory and other management purposes; and the development of a national waterfowl management plan.

Classes of Records

EC-210
Biometrics

Description: Information on the biometrics of migratory birds. *Topics:* Migratory bird hunting permits; waterfowl surveys; data processing.

EC-220
Enforcement

Description: Information on the enforcement of the Migratory Bird Convention Act, the Migratory Bird Regulations and the Migratory Bird Treaty. *Topics:* General correspondence; authority to purchase migratory birds; authority to issue permits; payments of fines; black list; report convention; legal fee; appointment of game officers; appointment of agents; protocol with U.S.A.; inquiries and questions; Indians and Eskimos; treaties - Canada-France, Canada-Mexico, Canada-U.S.A., U.S.A.-Japan, U.S.A.-Mexico, U.S.A.-U.S.S.R.

EC-230
Native People

Description: Information on correspondence on native harvest surveys and native land claims. *Topics:* Hunting and fishing rights; treaties; acts and regulations; Council of Yukon Indians; Inuit Tapirisat of Canada; Northern Quebec Cree; Inuit; Naskaps; Western Arctic Inuit-Cape. *Retrievability:* Files are arranged by name of individual.

EC-240
Ornithology

Description: Information on all aspects of wildfowl. *Topics:* Bird banding programs; reports, studies and surveys; sanctuaries; migratory bird sanctuary regulations; permits for bird sanctuaries; delegation; agreements; leases; damage to crops by birds; agreements with provincial governments on compensation for crop damage; diseases and parasites; effects of sprays; predation; use of drugs; lead poisoning repellents; ornithology permits; taxidermist licences; propagation and agriculture; research on species; use of birds; commercial shooting of birds; plumage of birds; public shooting grounds; waterfowl kill statistics; waterfowl populations; breeding ground survey; breeding bird survey; brood production survey; waterfowl status reports. *Retrievability:* Files are arranged by name and geographic location.

Wildlife Research and Interpretation Branch

This Branch is responsible for the protection and management of wildlife. In co-operation with the provinces and territories, the service undertakes programs of research, management and interpretation on wildlife where there is a national interest. It carries out wildlife research for the National Parks, advises other federal agencies on wildlife matters, and participates for Canada in international agreements and programs on wildlife conservation.

Classes of Records

EC-250
Interpretation

Description: Information on interpretive programs to promote public awareness and appreciation of Canada's wildlife and natural environment through personal experience. The interpretive programs offer people the opportunity to see, smell, taste, touch and hear their environment in a firsthand way. *Topics:* Interpretation centres - Midland (Ontario), Percé, Cap Tourmente (Québec), Swift Current (Saskatchewan), Creston (British Columbia; General correspondence; national plans; evaluation of interpretation centre; research; marketing and publicity; special projects.

EC-260
Mammalogy

Description: Research and general information on all species of mammals. *Topics:* Mammal hides; fur-bearing mammals; trapping; wolf; bounties; diseases and parasites; rare and endangered species; locations where species are found.

EC-270
National Wildlife Areas

Description: General correspondence on policies and regulations as they affect provinces and specific geographical locations. *Topics:* Agreements; policies; regulations; rentals; leases.

EC-280
Parks

Description: General information on National Parks and the preservation of their wildlife. *Topics:* General correspondence; proposed parks; slaughter of animals; national park authority; investigation in the national parks; fish culture; liaison with U.S. National Parks on Wildlife Management.

EC-290
Wildlife Toxicology

Description: Information on toxic substances and their effects on birds and mammals; also related research and studies. *Topics:* Advice on chemicals and pesticides to outside agencies; National Registry of Pesticide Residues; registration of agricultural chemicals; Toxic Chemical Management Program, Tox Custances Program, analytical data quality programs; chemical analytical services; forest spray operations; heavy metals; Organization for Economic Co-operation and Development (OECD) wildlife sampling program; study of fish-eating birds. Special Access Note: LRTAP - Toxic Substances.

EC-300
Wildlife Management

Description: Information on the federal participation and responsibilities in the management of wildlife. *Topics:* Hunting performance program; distant early warning line; bird hazards to aircraft; problems at airports; restricted material on birds and aircraft; correspondence from Air Canada; bird strike bulletins; bird strike field notes; bird strick reports; reports on visits to airports; R.C.M.P. reports; application for species; Eastern Arctic - scientific research; scientific collection of specimens; transplants; Kluane sanctuary, Yukon; Mackenzie Mountain Sanctuary, N.W.T.; Thelon sanctuary N.W.T.; Canadian National Zoological Garden - National Zoo.

Lands Directorate

The use and management of Canada's land resources have a pervasive influence on economic and social activities of overriding national importance and a direct bearing on the success attained in achieving national goals. It is the federal government's interest to co-operate with and encourage the provinces in conducting effective land-use planning based on sound environmental principles. Land inventory and land-use planning studies also provide essential information for determining, evaluating and modifying federal decisions and programs that have major impacts on the use and management of the nations' land resources.

Classes of Records

EC-310
Policy Development and Advice

Description: Information on the development and assessment of federal land-use objectives, policies and guidelines; the co-ordination of interdepartmental and intergovernmental activity on land policy and program matters; the analysis of land-use policy instruments and their effectiveness in addressing land-use issues of national significance; the identification and assessment of the impacts of federal programs on the use and management of Canada,s land resources, and the recommendation of mitigating measures to offset any adverse effects; the provision of advice and policy positions on land quality, land-use and other land-related environmental issues raised in native land claim negotiations, and the co-ordination of EC's relations with the Office of Native Land Claims, Indian and Northern Affairs Canada; the provision of advice and assistance in developing or assessing policies in which land resources and environmental matters are important considerations; the representation of Environment Canada on the Treasury Board Advisory Committee on Federal Land Management and the co-ordination of the discharge of the Department's responsibilities under the Federal Land Management Policy; the assistance of representing Canada's land resource interest in bilateral relations with other countries, and in international organizations; and to assist in foreign aid, technical exchange and advisory programs. *Topics:* General correspondence; integrated planning and management; public awareness; L.D. Canada Land Use, policy research and co-ordination, L.D. Québec - projects; L.D. Northwest Territories - Yukon and Arctic, land-use planning.

EC-320
Land-Use Monitoring and Ecological Research

Description: Information on production of nationally consistent spatial data on the ecological characteristics and resource potentials of land, in formats required for environmentally sound land planning and development, and for developing national and regional perspectives on the quality of Canada's land resources; the advancement dissemination of scientific knowledge, methods and techniques for surveying and classifying land by ecological characteristics, and for accessing resource potentials, impacts and hazards; and to the increase of knowledge of land-soil processes of concern in environmental management; the production of nationally consistent spatial data on national and regional land use patterns and trends, in formats required for developing environmentally sound land policies and programs, and for creating national and regional perspectives on the use of Canada's lands. *Topics:* General correspondence; integrated planning and management; public awareness; L.D. Canada-Land use planning, L.D. interregional projects, L.D. Manitoba-projects; L.D. Northwest Territories, Yukon and Arctic land-use, mapping, Land-use information map series, L.D. Northwest Territories, Yukon and Arctic regional projects.

EC-330
Land-Use Research

Description: Information on the advancement of knowledge and public understanding of land-use in Canada, the determinats of land-use, and the environmental, economic and social implications of national and regional land-use issues and problems; the development, assessment, improvement and recommendation of methods and techniques for environmentally sound land use planning and practices by providing technical assistance to federal and provincial departments and agencies on land-use planning matters; providing financial contributions to provinces for land-use planning; and by disseminating information pertaining to land-use planning; the provision of land research, planning and management services, and advice to federal departments and agencies responsible for administering federal lands located in the provinces or specially dedicated lands located in the territories. *Topics:* General correspondence, integrated planning and management, resource management data, public awareness, L.D.-International-general, policy research and co-ordination-general, land-use planning.

EC-340
Land Data Systems and Services

Description: Information on development, maintenance and operation of a computerized national land data bank capable of storing, processing and retrieving geographic-specific bio-physical and socio-economic data on, or related to land, land capability, land-use and resource management issues of national or regional significance; the development, assessment, improvement and recommendation of computerized technologies designed to enhance the effectiveness, efficiency and greater use of spatial information systems in land-use planning and management; the provision of data on processing and advisory services in support of the production of land statistics and the solution of land and related planning and management problems; and to the provision of training services on the use of the Canada Land Data Systems for existing and potential clients. *Topics:* Canada land inventory, Canada land data system-projects. *Storage Medium:* EDP systems, maps.

Inland Waters Directorate

The Directorate plays a leading role in the planning and formulation of water management programs and policies, especially in international and interprovincial water systems. To support this role the Directorate conducts research and data collection programs on the quantity and quality of Canada,s inland waters. IWD also carries out river basin planning and implementation and flood damage reduction programs with the provinces under the provisions of the Canada Water Act. The research programs of the National Water Research Institute and the National Hydrology Research Institute contribute to effective management of water quality and quantity throughout the country and in boundary waters with the United States such as the Great Lakes. The National Water Research Institute is the official collaborating centre on surface and ground water quality for the World Health Organization.

Classes of Records

EC-350
Canada-U.S. and Interprovincial Waters

Description: Information on all activities carried out under specific Canada-U.S.agreements or arrangements, e.g. investigative, control, or surveillance board activities for the IJC, or in other bilateral Canada-U.S. situations; studies and implementation in interprovincial waters, under formal federal-provincial arrangements; and bilateral Canada-U.S. activities on shared basins. Policy development, data collections and research carried out as a part of any of these formal arrangements are also included. Also specific federal-provincial agreements required to carry-out Canada's obligations in boundary waters (e.g. the Canada-Ontario Agreement on Great Lakes Water Quality) and interprovincial arrangements not part of River Basin Planning (e.g. Prairie Provinces Water Board). *Topics:* International Columbia River Board of Control, Great Lakes connecting channels, Great Lakes programs, International Great Lakes Levels Board, Great Lakes studies, International and Interprovincial Waters, Lake of the Woods, Lac Seul Agreement, Winnipeg River, St. Lawrence River Board of Control. *Retrievability:* Files are arranged by subject and name.

EC-360
Flood Damage Reduction

Description: Information on all activities under federal-provincial flood damage reduction agreements, including flood risk mapping, construction of physical flood control works, and flood forecasting. It also includes any policy development, data collection (excludes hydrometric and other data collection programs and research for many water management purposes, even though these are essential to the Flood Damage Reduction Program) carried out as an integral part of these agreements, or in support of anticipated new agreements, and guidelines or methodology development and information programs directly in support of the program. *Retrievability:* Files are arranged by subject, geographic location and name.

EC-370
Water Quality Management

Description: Information on the establishment of water quality objectives, and work with EPS on the setting of effluent requirements in specific areas. It does not include water quality objective work done under specific international or federal-provincial basin studies, nor does it include research related to water quality management. *Topics:* Water pollution; air pollution; water quality survey; analytical methods; corrosion; industrial water uses; water quality-I.H.D.; surface water; municipal water systems; federal government installations; mineral waters; waste water treatment; water quality monitoring programs. *Retrievability:* Files are arranged by subject, geographic location and name.

EC-380
River Basin Planning

Description: Information on river basin planning activities carried out under specific federal-provincial agreements or other arrangements, including both studies with specific focus such as the St. Lawrence River water quality study, and more comprehensive studies such as the Souris River basis study. Policy development, data collection and research conducted as a part of any of these formal arrangements are included. In some instances, some preplanning, guideline development, socio-economic analysis, etc. may be done directly in support of, but outside a formal agreement and should be included as well. This may include participation of all ECS elements, as appropriate. *Topics:* Hydrometric network planning; hydrometric investigations; international and interprovincial waters; St. Lawrence River; Atlantic Tidal Power Programming Board; Bay of Fundy Tidal Power Review Board; special projects.

EC-390
River Basin Plan Implementation

Description: Information on activities under formal federal-provincial river basin plan implementation agreements. It includes flood control work done as part of a comprehensive implementation program, e.g. the Qu'Appelle, but does not include separate flood control work, e.g. Fraser Dyking. Policy development, data collection and research carried out as a part of formal implementation arrangements are included, as are activities such as the development of national guidelines, in support of the program. *Topics:* Water diversion.

EC-400
Water Management Data

Description: Information on data collection, including water quality, hydrometric, sediment and socio-economic information, as well as the management and operation of data systems, and interpretive reports. Non-numeric information systems such as WATDOC and D-REF are also included. Excluded are reports prepared primarily for public consumption such as the Canada Water Year Book, which are covered under the Information Services category (i.e. Public Information. (These data exclude data collection under specific international or federal-provincial water management or planning studies, nor data collection carried out as an integral part of research; and that portion of the water quality data collection activity included under the Toxic Chemicals category - about one-third nationally.) *Topics:* Gauging stations, international gauging stations, gauging stations inventory, hydrometric investigations, sediment survey, remote sensing, watershed research, tidal gauge records, tidal surveys. *Retrievability:* Files are arranged by name and river station. Storage Media: Computer printouts, magnetic tapes, microfiche.

EC-410
Water Management Research

Description: Information on water resource research, including the study of the impact of nutrients on the environment, sediment composition, water quality modelling, groundwater quality and sub-surface disposal of wastes, the pathways and fate of pollutants, dispersion and energy transfer processes in lakes and rivers, urban runoff processes, ice dynamics, hydrological forecasting, groundwater movement, snow and ice hydrology, glacer dynamics sociological, geographical, legal, institutional and economic aspects of water management, etc. Also included is research management, co-ordination, and research contracts and subventions. (This information excludes research done under international, interprovincial, or river basin planning, implementation or flood damage reduction agreements. Also excluded is research on the impact of toxic contaminants on the water environment.) *Topics:* Glaciology; glaciological programs; hydrological studies; glaciological studies; glacier surveys; ice science; iceberg surveys; groundwater investigations and supply; groundwater programs; water pollution; water use; water quality research; snow surveys. *Retrievability:* Files are arranged by name and map reference (NTF). *Storage Medium:* Microfiche, magnetic tapes, computer printouts, punchcards.

EC-420
Water Resource Use

Description: Information on various government and private developments impinging on the wise use of Canada's water resources; the potential benefits of sound water management and development policies; participation in the work of international water management organizations; assistance to less developed nations in water resource management. *Topics:* Water and power administration; power development; electrical power statistics; export of electric energy; inventory of water resources; long-distance power transmission; power failures; water and power resources; atomic energy; water resource economies; seismology; export of water; water management. *Retrievability:* Files are arranged by subject, geographic location and name.

Environmental Protection Service

Air Pollution Control Directorate

The main activities of this Directorate include the co-ordination of the National Air Pollution Surveillance (N.A.P.S.) program; the preparation of nation-wide inventories of air pollutant emissions; the development of National Ambient Air Quality Objectives, the development and certification of sampling methods for regulations and guideline enforcement; national and international liaison and co-ordination in matters related to air pollution in general and transboundary movement of air pollution in particular.

Classes of Records

EC-430
Mobile Sources

Description: Information on air quality and emission data; test methods and procedures; test results; studies and surveys; standards and regulations. *Topics:* Abatement Programs; Engineering and Evaluation; Fugetive Emissions; Fleet Programs; Mobile Source Compliance; Special Studies. *Retrievability:* Files are arranged company and project.

EC-440
Chemical Process Sources

Description: Information on chemical process industries; producers; emissions; industrial study questionnaires and guideline development. *Topics:* Chemical products; agricultural and food industry process analysis; agricultural operations and processes; food processes; agricultural and food products manufacturing; pulp, paper and wood products; forest product operations; pulp and paper processes; textiles and related manufactures; woods and allied product manufacturing; petroleum, petrochemical, polymers and plastics; surface coating industry. *Retrievability:* Files are arranged by name of individual, company and product.

EC-450
Mining, Mineral and Metallurgical Industries

Description: Information on mining operations and processes; mining, mineral and metallurgical industrial studies and questionnaires. *Topics:* Mining operations and processes; mineral product processing; primary metallurgical industries; secondary metallurgical industries. *Retrievability:* Files are arranged by products and plant types.

EC-460
Fuels

Description: Information on fuel producers; types; composition; resource marketing and processing; pollution investigations; pollution control equipment and regulations and guidelines development. *Topics:* Synthethic fuels, gasoline; natural gas; coal; petroleum; producers; petroleum marketing; energy conservation; sulphur and byproducts; fuels and fuel additive composition; fuel additive inventory; pollution control costs; fossil fuel resources; effects on health and environment. *Retrievability:* Files are arranged by name of individual, company and product.

EC-470
Combustion Sources

Description: Studies and surveys; questionnaires; Analytical reports; also information on emissions and emission controls; investigations; abatement systems; guidelines; air quality measurement instruments. *Topics:* Interdepartmental programs; thermal power-fuel, processing and storage; combustion systems; internal combustion engine; emission calculation and analysis; emission data; air quality surveillance and criteria; incinerators; incinerator investigations, studies and surveys; incinerator inventory; heating systems; fuels; equipment and controls; heating system inventory; research and development; special studies and projects; heating systems-federal activities.

EC-480
Data Analysis

Description: Information on air pollutants; emission source categories; industrial questionnaires; studies and surveys; and air pollution costs. *Topics:* Emission inventory-air pollutants, source categories; effects of regulations; socio-economic impact studies and surveys-industrial, geographical; economic impact studies and surveys-pollutants; analytical concepts and methodology-statistical, economic.

EC-490
Program Co-ordinator

Description: Information on regulation development; monitoring of agreed implementation schedules and program evaluation; and acid rain control strategies. *Topics:* Acts and legislation; regulation enforcement; federal-provincial programs; international activities; international organizations; intradepartmental activities; long-range transport of air pollutants.

EC-500
Surveillance

Description: Information on national air pollution surveillance monitoring equipment; monthly and annual summary reports; source testing methods. *Topics:* National air pollution surveillance; operations and maintenance; equipment testing and evaluation; source testing procedures; studies, surveys and investigations; specific pollutants. *Retrievability:* Files are arranged by location and specific pollutants.

EC-510
Technology Development

Description: Information on the development and demonstration of pollution abatement technology (DPAT); instruction in air pollution control; pollution analysis and instrument testing. *Topics:* APCD - sponsored courses; chemistry files at River Road offices. *Retrievability:* Files are arranged by company.

Water Pollution Control Directorate

The main activities of this Directorate include regulations development for both prevention and control of water pollution; design new or improved wastewater treatment processes to solve pollution abatement problems or reduce costs of pollution control; issuance of ocean dumping permits, development of permit conditions, monitoring and surveillance to ensure compliance with requirements of the Ocean Dumping Act.

Classes of Records

EC-520
Abatement and Compliance

Description: Information on inventories of pollution services and cost of abatement; state of the art of pollution by industry; regulations development; policy and technical advice on enforcement programs; technical audits of incentives programs; energy related studies. *Topics:* Paper fibre and allied products; mining and metallurgical processes; petroleum and industrial organic chemicals, inorganic chemical processes; food and allied industries; municipal waste and miscellaneous industries; power generation; marine pollution; legal services; pulp and paper modernization program. *Retrievability:* Files are arranged by company and product.

EC-530
Technology Development

Description: Information on the development and demonstration of wastewater pollution control technology; technology development assistance programs; technical training; technology transfer; program planning and evaluation. *Topics:* Program planning and evaluation; technology assistance program; wastewater technology. *Retrievability:* Files are arranged by company.

EC-540
Water Pollution Programs

Description: Information on federal-provincial programs; pollution control in coastal areas; International Joint Commission programs; data management; arctic water programs co-ordination; program evaluation; interservice and interagency program co-ordination; program planning and development. *Topics:* Program Co-ordination and evaluation; coastal zone; data management and analysis.

Environmental Impact Control Directorate

This Directorate is responsible for limiting or preventing the entry of contaminants into the environment; protecting the environment from environmental emergencies (an environmental emergency is a sudden unexpected or apprehended introduction into the environment of a pollutant in sufficient quantity to pose a direct threat to man or other forms of life); reducing the adverse environmental effects of solid and hazardous wastes; and encouraging resource and energy conservation practices.

EC-550
Contaminant Control

Description: Information on predicting and evaluating environmental effects of new chemical substances; determining amounts and end uses of chemicals in Canadian commerce; regulating substances which pose significant threat to human health and environment; reviewing pesticide registrations; and co-ordinating tests of chemicals for environmental effects. *Topics:* Studies and surveys; chemical element compounds; Environmental Contaminants Act; toxicology assessment and ecological protocols; regulation development; enforcement and compliance; transportation of dangerous goods; response to notices; mandatory reporting; automated information system; pesticides - control programs, registration, re-evaluation, research and trade information, research permits, compendium, non-chemical; mercury program. *Retrievability:* Files are arranged by company and product.

EC-560
Waste Management

Description: Inventory of commercial and industrial solid wastes; technology development; studies and surveys; handling, storage and disposal of industrial and hazardous wastes; inventory sources and amounts of hazardous wastes; regulation development. *Topics:* Wastes and types; waste material management and disposal; committees; systems; collection; handling; waste management systems-disposal; state of the art; resource recovery and reclamation-materials; information and training; solid waste information retrieval systems, inventory, guidelines and codes of practice, consultation services; technical evaluation; solid waste projects and development; area studies; equipment development; process development; taxes and incentives; waste nature and behavior projects; resource recovery-economic and marketing; technical capabilities. *Retrievability:* Files are arranged by company and project.

EC-570
Environmental Emergency

Description: Information on environmental accidents; emergency teams; reporting and alerting operating procedures; special studies; research and development; contingency plans; pollution clean-up agents for collection and dispersal. *Topics:* Environmental Emergency Teams; operations and procedures; resource inventory; accident prevention; transportation; accident detection; pollution abatement; pollution containment; disposal; restoration; analysis-prediction; research and development-projects, information. *Retrievability:* Files are arranged by individual environmental accident.

Policy, Planning and Assessment Directorate

The main activities of this Directorate are the development of an environmental protection strategy; service-wide program planning and systems development; a socio-economic analysis process for proposed major regulations; the development and implementation of environmental protection measures for all activities initiated by, funded by or under the jurisdiction of the federal government.

Classes of Records

EC-580
Planning, Assessment and Policy

Description: Information on the development of an environmental protection strategy; program, planning and systems development; socio-economic analysis of proposed major regulations. *Topics:* Program planning system development; activity program development; operational plans; activity management reports; policy development and analysis; program evaluation; program development; organization and systems project; economics; socio-economic program; socio-economic impact analysis - Clean Air Act, Environmental Contaminants Acts, Fisheries Act.

EC-590
Federal Activities Assessment

Description: Information on the evaluation of federally funded pollution control projects; demonstration of pollution control technology at federal facilities; surveillance and monitoring programs for federal projects; environmental impact assessment of uranium refineries and radioactive waste facilities; and guidelines for radiation control programs. *Topics:* Federal activities projects; clean-up program; methods, techniques and refinements; federal government marine activities; Vessel Pollution Abatement Program; shore reception facilities; nuclear programs, projects, organizations. *Retrievability:* Files are arranged by company.

Toxic Chemicals Management Directorate

Classes of Records

EC-600
Toxic Chemical Management

Description: Information on toxic chemical management and centres; regional operations; program research; pesticides; radionuclides; environment measurement.

Canadian Forestry Service

Forestry Relations and Renewal Directorate

The Directorate co-ordinates Canadian Forestry Service program development activities with other federal departments, provincial governments, foreign governments and universities, and provides scientific and technical advice and research subvention funding to these groups and to research associations, the forest industry, and other forestry related agencies (hydro, water management, wildlife, fisheries, etc.) to ensure that maximum benefits accrue to the Canadian public through its forestry and forest land management.

Classes of Records

EC-610
Forestry Subvention Program

Description: Information on external research and development through contracts, contributions and grants, supported also through membership in appropriate technical institutes and associations, on vital forestry-activities, where corresponding in-house R&D facilities do not exist; also maintenance of forestry expertise centres in Canadian universities. *Topics:* Energy from forest resources; wood-anatomy, bending, chemistry, chemical use, chippers and chips, composites (wood with other materials), construction, dielectric and non-dielectric heating, glues and gluing, grades, codes and standards, identification; logs and logging-equipment; wood toys; logging-quality studies; lumber; wood manufacturing-secondary conversion, secondary products; miscellaneous wood products; wood packaging; wood paints and codes; wood physics; wood plywood and veneer; wood preservation; pulp and paper; wood sawmilling-equipment; wood seasoning; wood-supply; wood testing services; timber engineering-fasteners, physics; underutilized and problem species. *Storage Medium:* EDP systems.

EC-620
International Forestry Relations

Description: Information on international forestry programs to share resource management knowledge and to provide scientific and technical advice on forestry management and forest products development; and on Canada,s international forestry obligations. *Topics:* Bilateral forestry agreements; multilateral forestry agreements, international forestry organizations; individual countries. Storage Medium: EDP systems.

EC-630
Forestry Initiatives and Relations

Description: Information on federal forestry programs to meet the present and future economic and social needs of Canadians; bilateral and multilateral forestry agreements on behalf of the federal government and the Canadian Forestry Service with provincial governments, universities, private forestry concerns, and forestry associations; scientific and technical forestry advisory service to federal ministers and departments, provincial governments, universities, private forestry concerns, forestry associations, and members of the public. *Storage Medium:* EDP systems.

Policy and Economics Directorate

The Directorate is responsible for co-ordinating and directing the development of forestry policy at the national and federal levels; providing executive direction to the planning and evaluation functions of the CFS; directing the development and execution of economic analysis and the forestry resource data program on a broad range of forestry - related issues, including environmental policy development as it applies to the forest and forest land use.

Classes of Records

EC-640
Identification of Problems and Opportunities

Description: Information on the world and domestic supply and demand for forests and the products of the forest industry, and the impact of these activities on the environment. *Topics:* Forest economic and technical statistics, information files on forests, forestry and the forest industry and other uses of the forest. Storage Medium: EDP systems.

EC-650
Assessment and Interpretation

Description: Information on the analysis, interpretation and application of economic and scientific forestry principles to the identification, clarification or solution of forestry and forestry-related problems. *Topics:* Operational policies of the Canadian Forestry Service-Federal Outdoor Recreation Policy, National Forest Policy, CFS Policy, Provincial Forest Policies, Federal Forest Policy, Forest Protection Assistance Policy, Transportation Policy, CFS Communications Policy, International Forest Policy. *Storage Medium:* EDP systems.

EC-660
Forestry Statistics and Systems

Description: Quantitative data on the location and area of forest lands, volume of forests, their growth and losses, and harvests, forest products in Canada and other countries in the world. *Topics:* World Forestry Data Program; Canadian Forestry Data Program; Federal Forestry Data Program; Forestry Data Systems Program; committees; boards. *Storage Medium:* Computer tapes and discs.

Research and Technical Services Directorate

The Directorate administers the planning, co-ordination, evaluation and development of its programs, as well as int he planning, management, development and effective scientific leadership of CFS research operations and technical services. Directorate personnel are responsible for advising senior management, establishment directors, research managers and research scientists and to insure that a greater body of scientific and technical knowledge of the forest resource will contribute to the effective management, utilization and protection of Canada's forest resources. CFS components of national and integrated research programs are co-ordinated with this Directorate.

Classes of Records

EC-670
Tree Seed Research

Description: Research on tree reproductive structures and seeds in support of the production, procurement and processing of seed forestation; also information on the management of seed orchards and seed production areas. *Topics:* Tree cone and seed physiology; cone crop periodicity and forecasts; cone collection and handling; seed processing, storage, testing and certification; seed orchards and seed production areas; seed certification; seed legislation and rules; requests for seeds. *Storage Medium:* EDP systems.

EC-680
Reforestation

Description: Information on the preparation of cutover areas and other sites for natural seeding or artificial reforestation; the production of bareroot or container seedlings; and direct seeding or planting by hand or machine; also nursery establishment and seedling production statistics. *Topics:* Site preparation by prescribed burning or mechanical scarification; natural regeneration including seed dispersal, germination and germinant establishment; production and handling of barefoot seedlings or transplants, or of container seedlings; direct seeding methods and operations; seedling planting methods and operations; regeneration surveys. *Storage Medium:* EDP systems.

EC-690
Genetics

Description: Information on the selection and improvement of the various commercial tree species of Canada, the development of exotic species for use in Canada, and in-depth genetic characterization and utilization of these tree species. *Topics:* Tree genetics; forest genetics; tree improvement; Canadian Tree Improvement Association; tree reproduction. *Storage Medium:* EDP systems.

EC-700
Tree Growth Research

Description: Information on the growth, physiology and development of various tree species grown in Canada for the production of wood, fibre or energy. *Topics:* Tree growth, biology, physiology, reproduction; growth and yield; geomorphologous silviculture - silvics of species, fertilization, soils. *Storage Medium:* EDP systems.

EC-710
Management Systems for Production Forestry

Description: Information on forest management practices such as thinning; forest inventory through conventional and remote sensing methods; mechanized silviculture and harvesting; and research on long-term predictions of forest productivity. *Topics:* Biometrics; forest productivity; economics; fire management; harvesting; land classification and mapping; land use planning; land, forest management; multiple use management; remote sensing; salvage operations; silviculture-cutting, effects of mechanized logging, fertilization, herbicides, statistics, prescribed burning, inventory and mensuration. *Storage Medium:* EDP systems.

EC-720
Forest Fire Research

Description: Research into fire control (suppression), management, behaviour, ecology and prevention; also information on the development, testing and evaluation of forest fire fighting equipment. *Topics:* Forest fire control - management, behaviour ecology, environment, hazard, risk, danger, damage and appraisal, weather, weather order detection, prevention, bombing (air attack), retardants and (suppression) equipment; and prescribed burning. *Storage Medium:* EDP systems.

EC-730
Insects and Diseases

Description: Information on damage caused to forests by insects or diseases (any variation to the normal physiology or anatomy of the tree caused by agents other than insects) and control methods. *Topics:* Listings of specific forest insect pests - spruce budworm, winter moth, bark beetles, bypsy moth, balsam wooly aphid, birch casebearer, birch leafminer, European pine sawfly, European pine shoot moth, fall webworm, larch casebearer, larch sawfly, mountain ash sawfly, satin moth, biological control through CIBC; biological control with bacillus thuringiensis; chemical control; pathological problems - scleroderris canker, Dutch elm disease, dwarf mistletoe, pesticides, pheromones. *Storage Medium:* EDP systems.

EC-740
Spruce Budworm Research

Description: Research and information on the detection, evaluation, prevention and suppression of spruce budworms; also design of economical and environment - acceptable strategies to control budworms and management of budworm - susceptible forests. *Topics:* Budworm biology; stand dynamics; socio-economic impacts; management strategies; ecological risks; pest management systems and technology transfer. *Storage Medium:* EDP systems.

EC-750
Land Rehabilitation

Description: Information on the rehabilitation of forest and near-forest lands to a productive state either for production forestry, amenity forestry, or multiple resource uses. *Topics:* Tree biology - reproduction, conservation; environmental concerns; geomorphology; land; land-use planning; land classification and mapping; multiple-use management; salvage operations; reforestation - artificial and natural site preparation; soils. *Storage Medium:* EDP systems.

EC-760
Effects of Forestry Practices on the Environment

Description: Information on the effect of forestry practices on the environment; includes harvesting practices, road building, clear cutting, and other management systems used for production forestry. *Topics:* Conservation; energy; environmental concerns; prescribed burning; forest fire management; harvesting; forest management; multiple-use management; land-use planning; pollution; pollution abatement; salvage operations; silviculture - herbicides, site preparation; soils; hydrology; watershed research. *Storage Medium:* EDP systems.

EC-770
Forest and Plant Ecology

Description: Information on the processes of change in the forest and plant communities found in Canada and the related research carried out by the CFS. *Topics:* Geology-tree; conservation; forest-ecology productivity; fire-ecological effects; silviculture-silvics of species; soils. Storage Medium: EDP systems.

EC-780
Management Methods for Amenity Forests

Description: Information on the management of forest and near-forest lands for multiple uses other than production forestry. *Topics:* Tree and forest genetics; tree reproduction; tree physiology; conservation; land-use planning; multiple-use management; recreation and parks; urban forestry; soils; watershed research; hydrology. *Storage Medium:* EDP systems.

EC-790
Integrated Programs

Description: Information on interdisciplinary programs and projects in Environment Canada in which CFS takes part and serves as either a lead agency or a co-operating service. *Topics:* Environmental impact assessment of major development LRTAP (acid rain); atmospheric pollution; toxic chemicals; baseline studies; Hudson Bay lowlands; improved water yield and quality; coastal zone resources; integrated program activities and projects; environmental concerns. *Storage Medium:* EDP systems.

EC-800
Forest Insect and Disease Survey and Services

Description: Information on the regional, national and international aspects of pest situations; also quarantive-related activities, forest pest matters and supporting forest protection research and data. *Topics:* Studies and surveys of forest pest situations; insect and disease outbreaks; quarantine-related problems, insect and disease distribution records. *Storage Medium:* EDP systems, photographs.

EC-810
Public Awareness

Description: Information on the promotion of public awareness, appreciation of Canada, forest, wildlife and water, and natural environment through Ecatour Maps - designed for use by the travelling public, including a description of the natural and human forces that have shaped the landscape and elaboration on features of particular interest. Note: Ecatour Maps of the Trans-Canada Highway from St. John's, Newfoundland to Victoria, British Columbia, other maps of routes of particular scenic, historic or ecological significance.

Atmospheric Environment Service

Atmospheric Research Directorate

The Directorate is responsible for the management and conduct of atmospheric and other related environmental research and development for the benefit of the Canadian people and the national and international scientific communities.

Classes of Records

EC-820
Research Management and Policy

Description: Meteorological, atmospheric, air quality, ice in navigable waters, remote sensing and other related environmental and technological research and development; research and related support activities of a general management nature - decisions and large-scale agreements; training for research and grants for research outside the federal government which supports the goals, objectives and policies for atmospheric research in Canada; mechanisms for better transfer of technology to and from government research laboratories, contracting out of federal R&D, etc. *Topics:* Agreements; treaties; studies; projects; federal activities; committees; plans and programs; fellowships; training and development; grants; unsolicited proposals; contracting; technology transfer. *Retrievability:* Files are located at 4905 Dufferin Street, Downsview.

Air Quality and Inter-Environmental Research Branch

The Branch is responsible for the provision of an efficient and effective federal program in air quality and technology transfer to serve the international, national and regional interests of the Canadian people.

Classes of Records

EC-830
Air Quality Research Projects

Description: Information on field studies, wind energy, LRTAP programs (acid rain), federal-provincial co-operative projects, IFYGL, Alberta Oil Sands, hazardous and toxic chemicals, air quality assessment processes, regional and international studies of the meteorological potential for air pollution, boundary layer processes, experiments, analyses, scientific papers, program planning, international co-operation, air quality sampling, siting, analytical methodology for ambient atmospheres, workspace atmospheres and in-stream emissions.

Atmospheric Processes Research Branch

The main activities of this Branch include research in the following areas: monitoring of the stratospheric ozone layer, depletion of the stratospheric ozone layer, solar radiation instrumentation; cloud and precipitation processes, precipitation scavenging of pollutants, weather modification and weather radar. Additional activities include administration of the US-Canada Weather Modification Information Act.

Classes of Records

EC-840
Atmospheric Research

Description: Information on weather modification, cloud physics, weather radar, ozone monitoring, stratospheric pollution, solar radiation and energy; activities aimed at increasing precipitation (rain, snow) or suppressing hailfall; research in the physics of clouds and precipitation and the detection of precipitation by weather radar; research into the processes of the stratospheric ozone layer and its depletion by trace constituents (typically chlorofluorocarbons); calibration of solar radiation instruments, development of new solar radiation instrumentation and development of specialized solar radiation data-base. *Topics:* Weather Modification Policy; Agreement with U.S. and co-operative projects; WMO PEP Program; weather radar and cloud physics; ozone instruments; World Ozone Data Centre; stratospheric pollution; solar radiation.

Meteorological Services Research Branch

This Branch carries out research on weather, ice and sea-state observing and forecasting systems to ensure full and efficient utilization of technological and scientific advances. Research is also conducted on meteorological and ice problems related to surface transportation, aeronautics, wind energy, building construction and the use of satellite data. The Satellite Data Laboratory develops and operates techniques for the receiption and use of atmospheric, weather, ice and other related data transmitted by earth-orbiting and geo-stationary satellites.

Aerospace Meteorology Division

Classes of Records

EC-850
Atmosphere - High Atmospheric Vehicles

Description: Information on Weather Ice and other related environmental satellite R&D, ground receiving stations, data processing and distribution, and related hardware and instrumentation technology; aeronautical meteorology, aviation studies, marine meteorology and meso-meteorology, wind energy, weather radar and radar-satellite combined system; wind tunnel experiments, related field experiments and wind engineering. *Topics:* Canadian Space Policy; repairs of satellite receivers; high atmosphere vehicles; Satellite Data Lab operations; satellite meteorology R&D projects (TOVS, RAINSAT, ICE STATUS, etc.); Aeromet Facility; Rockcliffe STOL project; Meso-met Network; Data Collection Plantforms; GOES wind energy field studies; radar-satellite system; ICS Submission; AES satellite program; NOSS; SURSAT; wind tunnel experiments, operation and maintenance.

EC-860
Communications - Facsimile

Description: Information on satellite data laboratory operations.

EC-870
Contracts

Description: Information on contracts for satellite systems; also contracts for satellite R&D - TOVS, RAINSAT, ICE STATUS, etc. *Retrievability:* Files are arranged by company.

EC-880
Ice Observing Programs - Reconnaissance

Description: Information on verification of satellite data.

EC-890
Instruments

Description: Information on Aeromet Facility instrumentation.

EC-900
Meteorology Aviation

Description: Information on the Rockcliffe STOL Project.

EC-910
Marine Meteorology

Description: Information on TOV's.

EC-920
Mesometeorology

Description: Information on the Meso-met Network. *Topics:* Operation; data.

EC-930
Meteorology Training

Description: Information on satellite meteorology.

EC-940
Projects - AES Headquarters

Description: Information on satellite activity reports; Data Collection Platforms; SDL staffing; SDL GOES; Meso-met Network; Wind Energy Field Studies; investigations.

EC-950
Radar

Description: Information on the MOT Radar and Satellite System.

EC-960
Satellites

Description: Information on satellite programs. *Topics:* Cost recovery; staffing the SDL; ICS submission; AES Satellite Program; SDL operations; NOSS; SURSAT.

EC-970
Weather Service

Description: Information on Rainsat.

EC-980
Weather Service - Air Transportation

Description: Information on the MOT Radar and Satellite System.

EC-990
Wind Tunnel (AES)

Description: Information on wind tunnel experiments, operations and maintenance.

Systems Design Division

Classes of Records

EC-1000
Projects Research - AES Headquarters

Description: Information on computerized and man-machine mix system module - component; development and design; research data set development; also implementation and joint projects with forecast operations. *Topics:* Systems Design for Automated Weather Forecasting Procedures; Creation of Research Data Sets for Weather Forecasting Research.

EC-1010
Contracts

Description: Information on contracts for ice, oil spills on water and sea state models. *Retrievability:* Files are arranged by company.

EC-1020
Ice

Description: Information on regional ice models.

EC-1030
Oil and Gas Exploration and Development

Description: Information on Oil Spill Trajectories, Freezing Spray, Ice and Sea State Models.

EC-1040
Projects - Headquarters

Description: Information on the development of forecast methods and techniques for AES forecast systems (including models - numerical, statistical, etc.) *Topics:* Weather prediction methodology; snow squall modelling; ice and sea state models; oil spill trajectory models; freezing spray; investigations.

Field Meteorological Systems Branch

The main activities of the Branch include the co-ordination, national implementation and on-going development of the following four main activities or systems within Field Services: data acquisition, meteorological communications, forecasting, and the provision of weather services. These activities are integrated towards a single purpose of providing timely observed data, weather warnings, forecasts and advice to users.

EC-1050
Telecommunications

Description: Operational, alphanumeric and facsimile information distributed by dedicated or dial-up communication lines. *Topics:* Facsimile contracts; installations; procedures; traffic; Teletype contracts; installations; procedures; traffic; computer aspects.

Manuals

- Teletype Procedures (TELPRO)
- Teletype Distribution (TELDIS, VOL. I and II)
- Facsimile Operations (FAXOPS)

EC-1060
Forecast Procedures

Description: Information on meteorological models, procedures and techniques in support of forecast production. *Topics:* Maps, charts and forms; professional training and development; satellite operations; plans and programs.

Manual

- CMC Reference Manual

EC-1070
Weather Services

Description: Information on policies, standards, procedures and guidance concerning the provision of weather services. *Topics:* General weather services; public weather services; air, marine and road transportation; agriculture; forestry; climatology; Preflight Weather Information Service; radio and television broadcasting; scientific support units; weather service outlets.

Manuals

- Manual of Standard Procedures for Public and Marine Weather Service (MANPUB)
- Manual of Standard Procedures for Aviation Weather Services (MANAIR)
- Manual of Aviation Weather Information Services (MAWIS)

EC-1080
Data Acquisition

Description: Information on land surface networks; upper and aerological networks; Voluntary Observing Ship Program; remote sensing;

environmental network. *Topics:* Station classification; site information; meteorological and aerological instruments; codes; data standards; data reduction; quality assurance; equipment supply; development and testing; lists of ships participating; satellite ground stations; APT, weather radar; signal processing; data transmissions; maintenance; plans and policies.

Manuals

- Manual of Surface Weather Observations (MANOBS)
- Supplmentary Aviation Weather Observations
- Manual of Inspection
- Scale of Issue Manual (METSCALE)
- General Operations Reference Manual (GORM)
- Meteorological Stations in Canada (METSTAT)
- Manual of Upper Air Observations (MANUPP)
- Manual of Freeze-up and Break-up of Water Bodies
- Manual of Marine Weather Observing for Auxiliary Ship Operating on Great Lakes and St. Lawrence River
- Transmission of Ships' Weather Reports to Coastal Radio Station
- Meteorological Radio Facsimile Broadcasts for Mariners
- Radar Handbook
- Background Air Pollution Monitoring

Canadian Meteorological Centre

The Centre is responsible for forecast operations, computer operations and operation development.

Classes of Records

EC-1090
Forecast

Description: Information on analyses and forecasts; hemispheric analyses, heights (pressure) temperature, moisture, winds from surface to 100 mbs; analyses of surface, 850,700 and 500 mb levels from 1957 to date; historical data; verification statistics. Storage Media: Computer files-grid point data, microfilm, printed WX charts, charts and teletype message forms, written and graphic forms.

EC-1100
Observations

Description: Observed data, and hemispheric surface synoptic reports. *Storage Medium:* Coded forms.

Canadian Climate Centre

The Centre is a focal point for, and provides a leading role in integrating all climate-related activities in Canada. Research is conducted into climate prediction, man's impact on climate and cause and effect relationships between the climate system, society and the environment. The Centre provides climate data, information, applications services and consultations to federal departments and national organizations, and supports regional offices in serving regional and provincial needs. The Centre is also responsible for the documentation, quality control and achieving of all official Canadian climate data.

Classes of Records

EC-1110
Climatology

Description: Information on applied climatology; climatological data and studies; information and requests; monitoring and prediction; numerical modelling. *Topics:* General climatology; climatology normals; recreation and tourism; station history system; National Parks; agrometeorology; ice accretion studies; biometeorology; energy; Canadian Climate Program; climatic change. Storage Media: Microfilm, magnetic tape.

EC-1120
Hydrometeorology

Description: Information on the development of hydrometeorological techniques for measurements and analysis; application of meteorological techniques and data to hydrology and marine problems (hydrology, water resources, oceans, lakes and reservoirs); hydrological time series data; climatology of water temperature. *Topics:* International Hydrological Decade; hydrometeorological projects; investigations, research, studies and surveys; wind wave studies; evaporation. *Storage Medium:* Magnetic tape.

Central Services Directorate

This Directorate is responsible for providing ice information and consultation and advice on its use. It also provides computing services, technical and professional training, long-range planning and network maintenance for data acquisition networks, and expertise for the development and implementation of atmospheric instruments and systems.

Classes of Records

EC-1130
Ice Information, Consultation and Advice

Description: Information on ice forecasting and services, ice research, Climatology and Observing program (reconnaissance).

EC-1140
Communications - Computing Services

Description: Information on communications and communications programming.

EC-1150
Meteorology Training

Description: Information on professional training, development, and technical training in meteorology.

EC-1160
Data Acquisition Networks

Description: Information on atmospheric environment operations, overall policy, operational performance, procedures and standards.

EC-1170
Instruments and Instrument Systems

Description: Information on instruments, humidity, evaporation, precipitation, marine and physical phenomena, pressure, radiation and atmospheric sounding wind.

Explanatory Note

The reorganization announced by the Government on January 12, 1982 included a variety of changes in departmental organization, structure and responsibilities, with a view to placing greater emphasis on economic development. One major change involved the transfer of the trade policy and trade promotion functions from the Department of Industry, Trade and Commerce to a restructured External Affairs Canada, with the objective of giving greater priority to economic matters in the development of foreign policy.

The reorganization, including the physical move of the trade-related units to the L.B. Pearson Building has now begun and will continue on a step-by-step basis over a period of time. The legal basis for reorganization is contained in Bill C-123, which received First Reading on June 30, 1982.

The new External Affairs Canada is headed by three Ministers. The Secretary of State for External Affairs Canada is supported by a Minister of State for Trade and a Minister of State for External Relations. At the official level, in addition to the Under-Secretary of External Affairs Canada, there is a Deputy Minister for International Trade and a Deputy Minister for Foreign Policy.

The existing Trade Commissioner Service retains its cohesiveness within the Department. In addition, the Program for Export Market Development (PEMD) will be transferred to External Affairs Canada, while the Export Development Corporation (EDC) and the Canadian Commercial Corporation will in the future report to the Minister of State for Trade.

Until the restructuring is complete and control of records on the various trade functions has been assumed by External Affairs Canada, formal and informal requests for access to records on trade matters addressed to the department will be handled either by the Access to Information Section of External Affairs Canada or of DRIE, as appropriate. Referrals from one department to another, when necessary, will take place as rapidly as possible, and both departments will co-operate and co-ordinate closely to expedite Access processing.

A revised introduction with relevant additions and changes will be published as soon as possible in the Access Bulletin by the Treasury Board of Canada Task Force on Access and Privacy.

Background

The Department of External Affairs was established by an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. Legislation placed it under the Secretary of State, with an Under-Secretary of State for External Affairs Canada ranking as the permanent deputy head of the Department. In 1912, amending legislation placed "External" under the jurisdiction of the Prime Minister of the day where it remained until 1946 when an announcement was made that Louis St. Laurent had been appointed as the first separate Secretary of State for The Department of External Affairs.

Laws

The Secretary of State for External Affairs Canada is responsible for the following statutes:

- Diplomatic and Consular Privileges and Immunities Act, SC 1976-77, c. 31
- External Affairs Act, RSC 1970, c. E-20
- Food and Agriculture Organization of the United Nations Act, RSC 1970, c. F-26
- Fort Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Geneva Conventions Act, RSC 1970, c. G-3
- High Commissioner in the United Kingdom Act, RSC 1970, c. H-5
- International Boundary Waters Treaty Act, RSC 1970, c. 1-20
- International Development Research Centre Act, RSC 1970, c. 21 (1st Suppl.)
- Privileges and Immunities (International Organizations) Act, RSC 1970, c. P-22
- Privileges and Immunities (North Atlantic Treaty Organization) Act, RSC 1970, c. P-23
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Territorial Sea and Fishing Zones Act, RSC 1970, c. T-7 as amended by RSC 1970, c. 45 (1st Suppl.) and RSC 1970, c. 14, Section 31, Item 9 (2nd Suppl.)
- Treaties of Peace (Italy, Romania, Hungary and Finland) Act, SC 1948, c. 71
- Treaty of Peace (Japan) Act, SC 1952, c. 50
- United Nations Act, RSC 1970, c. U-3

Overall Responsibilities

External Affairs Canada has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's foreign relations. Its main functions are to ensure the effective representation of Canada in other countries and in international organizations - this includes extensive contact, communication and negotiation with other countries and organizations through Canada's network of representatives abroad; evaluate information about political, economic and other developments likely to affect Canada's interest; give advice to the Government, often in consultation with other departments, on the formulation and implementation of policies or programs with an international dimension; ensure the co-ordination of the external aspects and applications of national policy — Government programs abroad include export promotion, development assistance, defence relations, immigration, and cultural and scientific exchanges; reflect Canada abroad as a vital bilingual and multicultural society; and provide assistance to Canadians travelling abroad.

There are now (1981) 129 diplomatic and consular missions (including Honorary Consulates) in 85 countries. Many Canadian Embassies and High Commissions are accredited to two or more governments, thus permitting Canada to maintain diplomatic relations with an additional 81 countries. Ninety-seven countries have diplomatic missions in Ottawa and another forty-two states have non-resident accreditation.

The international organizations at which Canada has permanent missions are: the Mutual and Balanced Force Reductions Talks (MBFR) in Vienna; the United Nations (UN) in New York and in Geneva; the European Communities (EC) in Brussels; the North

Atlantic Treaty Organization (NATO) also in Brussels; the Organization for Economic Co-operation and Development (OECD) in Paris; the United Nations Educational, Scientific and Cultural Organization (UNESCO) also in Paris; and the Organization of American States (OAS) in Washington.

Autonomous agencies reporting to Parliament through the Secretary of State for External Affairs Canada include the Foreign Claims Commission, International Boundary Commission, the International Joint Commission, the Roosevelt Campobello International Park Commission, the Canadian International Development Agency and the International Development Research Centre.

Organization

The headquarters organization of the Department in Ottawa is divided into four areas: Under-Secretarial Group, Area Bureaux, Functional Bureaux and Administrative Bureaux.

Under-Secretarial Group

The Under-Secretary, as deputy head, bears general responsibility for departmental policy and operations. He is assisted by five Deputy Under-Secretaries who have line responsibility for the five major sectors of departmental operations — political, economic, administrative, security and intelligence, co-ordination and public affairs — and provide a clear focus for both day-to-day operations and policy formulation and implementation. They are assisted by ten Assistant Under-Secretaries who do not carry line responsibilities but can take charge of the management of individual major issues to ensure timeliness and effectiveness.

The basic unit within the Department is the bureau. Five bureaux are responsible for Canada's relations with countries in a given geographic area. Eight "functional" bureaux are responsible for such issues as legal, United Nations and public affairs; defence and disarmament; energy, economics and trade; security and intelligence, consular services and the passport office. There are also four administrative bureaux.

Area Bureaux

The area responsibilities are distributed among five bureaux, which manage and co-ordinate Canada's foreign operations within their respective regions. The Bureau of African and Middle Eastern Affairs comprises the African Affairs (Anglophone), African Affairs (Francophone and Maghreb) and Middle Eastern Divisions. The Bureau of Asian and Pacific Affairs comprises the North Asia and Pacific Affairs and South and Southeast Asia Divisions. The Bureau of European Affairs comprises the Eastern and Western European Divisions. The Bureau of United States Affairs comprises the U.S. General Relations and U.S. Transboundary Relations Divisions. The Bureau of Latin American and Caribbean Affairs comprises the Latin American and Caribbean Divisions.

Functional Bureaux

These Bureaux correspond to the Area Bureaux, but are organized on a functional basis. The comprise Economic and Scientific Affairs, Defence and Arms Control Affairs, Public Affairs, Legal Affairs, United Nations Affairs, Consular Affairs and Co-ordination-Commonwealth, the latter deals with Francophone and Federal-Provincial Affairs in their international context. These Bureaux are issue-oriented and maintain an overview of international relations in their particular functional disciplines for purposes of planning, monitoring and evaluating policies. They develop and maintain a co-ordinated approach both to matters of primary concern to other departments and agencies of the government and toward foreign policy issues with which domestic issues must be reconciled. There is also a continuing dialogue between the area and functional bureaux to ensure that the interests of both are respected.

Administrative Bureaux

The Administrative Bureaux form the rest of the headquarters bureau structure: Communications, General Services, Finance and Administration and Personnel. They operate the machinery for the Department's widely-distributed operations and, in consultation with the Area Bureaux, help to administer the resources.

Access Procedures

All access requests under the Access to Information Act should be addressed to:

Access to Information and Privacy Section (PURI)
Lester B. Pearson Building
Tower A, Ground Floor, Room 248
125 Sussex Drive
Ottawa, Ontario
K1A 0G2
Telephone: (613) 992-1425

Record Access Request Forms received at posts abroad will be referred for processing to the above address.

Requests for Personal Information under the Privacy Act will be transferred to the External Affairs Canada Privacy Co-ordinator.

The traditional procedures for accessing departmental information which does not include "records" as defined in the Access to Information Act, will remain in practice despite the proclamation of the Access to Information Act. Therefore, whenever it is possible, those making requests for information other than records should use this time-honoured informal route of access.

Publications

The following is a list of publications distributed free of charge by

Information Division
Lester B. Pearson Building
Tower C, 5th Floor, Room 124
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

- Annual Review of the Department of External Affairs — 1980
- "Bon Voyage, but..." - suggestions on how to avoid frustration and worry, as well as loss of time and money, when travelling
- Canada and the Commonwealth
- Canada and the European Community
- Canada and the European Community — Trade flows
- Canada and NATO - booklets designed for the general public
- Canadian Foreign Policy Texts - monographs on Canada's foreign policy and external relations
- Dual citizenship - describes dual citizenship and its advantages and disadvantages

- "I declare" - summarizes duty-free exemptions, customs reporting requirements and federal controls on certain goods

- Lester B. Pearson Building folder - described the building itself and some External Affairs Canada activities

- Poster - colour photograph of Lester B. Pearson Building (50 cm x 65 cm)

- Reference Series - background information on international affairs and on Canada's external relations (the Reference Series includes the still-available Reference Papers

- Statements and Speeches - addresses and statements on international affairs by Canadian public figures

Manuals and Directives

The manuals below represent the major operational manuals of External Affairs Canada, routinely used and referenced by most organizational sectors within the Department. Operating manuals which are unique to the different divisions and used on a regular basis are described with the appropriate division.

Directives

- Circular Documents Administration - disseminates policy and procedures affecting administration

Manuals

- Post Administration Diary - provides a listing of all reports required from posts including due dates and pertinent manual references

- Policy Papers Manual - a guide to policy papers produced by External Affairs Canada

- Correspondence and Communications Manual - a guide on departmental policy and procedures required to conduct the correspondence and communications to posts abroad

- Records Classification Guide - outlines the departmental filing system and lists amendments

- Property Management Manual - provides instructions on property management of posts abroad

- Property Management Technical Guides - technical information and guide specifications

- Foreign Service Directives Manuals - a compilation of Treasury Board of Canada Directives, together with instructions and guidelines on their application

- Consular Instructions Manual - provides policy and procedures on consular matters including the issuance of passports for use by posts abroad

- Protocol and Legal Affairs Manual - reference guide to policy and procedures in matters of protocol and legal affairs for posts abroad as well as headquarters

- Security Instructions Manual - serves as a basic guide to policy and procedure for security protection of both physical installations and personnel

- Post Openings and Closing Manual - outlines procedures used when it is necessary to open or close a post

- Locally-engaged Staff Manual - Treasury Board of Canada directives on the administration of locally-engaged personnel at posts abroad

- Post Administration Manual (English and French versions) - provides administration procedures for the guidance of posts abroad

Under-Secretary of State for External Affairs Canada

The Under-Secretary has general responsibility for departmental policy and operations and is assisted in the fulfillment of these functions by the Associate Under-Secretary.

Office of the Chief of Protocol

The Office is responsible for the accreditation and appointment of foreign diplomatic and consular representatives to Canada and heads of Canadian diplomatic and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities for both foreign representatives in Canada and Canadian representatives abroad. It is also the principal liaison point between the Department and the Diplomatic Corps accredited to Canada. The Office plans, organizes and manages state and official visits to Canada and the hospitality involved and participates in the logistics planning and conduct of travel abroad by the Governor General, the Prime Minister and the Secretary of State for External Affairs Canada. The Office also is involved in ceremonial and hospitality matters affecting the diplomatic corps in Ottawa and the various consular corps in the principal Canadian cities.

Classes of Records

EAC-10
Chief of Protocol

Description: Information on accreditation and appointments, diplomatic and consular, privileges and immunities, state and official visits, hospitality and ceremonial matters.

Office of the Ambassador for Disarmament

The Ambassador for Disarmament is the Under-Secretary's special adviser on arms control matters. In this capacity, his principal concern is to ensure a degree of coherence in Canadian policy as it relates to UN disarmament questions, disarmament and economic development, non-proliferation, the export of arms, mutual and balanced force reductions and the reduction of arms in Europe as well as limitations on strategic arms. The Ambassador also represents Canada at meetings of major United Nations disarmament bodies and serves as a point of contact for those within and outside of government who are interested in disarmament and arms control. In addition, the Ambassador approves major research projects financed by the Disarmament Fund and prepares an annual report on the uses of the fund, which was created in 1978 to help stimulate research and other activities of an educational nature relating to disarmament. (Your attention is also directed to the Bureau of International Security Policy and Arms Control).

Classes of Records

EAC-20
Ambassador for Disarmament

Description: Information on arms control and disarmament, including Canadian representation on international bodies such as the General Assembly and the United Nations Disarmament Commission.

Office of the Legal Adviser

The Legal Adviser provides advice to the Under-Secretary on matters of international law to ensure that in the conduct of the Department's international relations full account is taken of existing and emerging principles of international law. As a member of the Under-Secretarial Group, the Legal Adviser works closely with senior departmental management so as to be well informed of general policy concerns and be in a position to provide relevant and timely advice. In order to fulfill these functions, regular contacts must also be maintained with other departments concerned with international law and organization as well as with national and international organizations and foreign governments.

Office of the Special Adviser to the Under-Secretary

The Special Adviser performs special duties at the request and discretion of the Under-Secretary. The Special Adviser is also the chairman of the Task Force on Canadian Representation in the United States and is the adviser on departmental history (both the French and English sections).

Office of the Chief Air Negotiator

The Chief Air Negotiator is accountable to the Minister of Transport and the Secretary of State for External Affairs Canada (a) for the intergovernmental negotiations on bilateral air relations and (b) for the development of innovative policies, strategies, and tactics appropriate to safeguarding and promoting the Canadian interests involved in each case. Instructions guiding the Chief Air Negotiator in particular negotiations issue from the two responsible Ministers and on occasion from Cabinet, on the basis of recommendations developed under the aegis of the Intergovernmental Committee on Civil Aviation (ICCA).

Classes of Records

EAC-30
Chief Air Negotiator

Description: Information on bilateral negotiations in international civil aviation matters and related activities.

Policy Planning Secretariat

The Secretariat assists the Under-Secretary and the Associate Under-Secretary in formulating and analyzing policies and evaluating the effectiveness of current ones in the context of changing international and domestic circumstances. In addition, it formulates options and plans new directions in policy making and ensures coherence in Canadian foreign policy. It also supports the Department's function as the central agency responsible for the management of Canada's foreign relations. In practice, this means that the Policy Planning Secretariat participates in the preparation of memoranda — to Cabinet, the Prime Minister and Minister(s) — containing policy proposals and reviews, as well as speeches setting out Government policy. The Chairman of the Secretariat is a member of the Under-Secretarial Group.

Senior Management Secretariat

The Secretariat serves as the Departmental Co-ordinator of Foreign Operations and Executive Assistant to the Deputy Under-Secretary (Management).

Committee of Deputy Ministers on Foreign and Defence Policy

The Committee is responsible for sectoral strategy and work planning. It is chaired by the Under-Secretary of State for External Affairs Canada; the Vice-Chairman is the Deputy Minister of National Defence. It provides a forum for testing the adequacy and timeliness of proposals referred to it by the Cabinet Committee on Foreign and Defence Policy, the originating department or agency, or by agreement between the Chairman of the Committee of Deputies and the PCO Secretary to the Cabinet Committee. In addition, it affords a mechanism to encourage Ministers and officials to resolve issues that do not require referral to the full Cabinet Committee. The Committee has four sub-committees which, within their own spheres of responsibility, discharge the same functions as the Committee of Deputies and sometimes act on its behalf. The are the ADM Sub-Committee on Defence Policy, Economic Relations, Foreign Operations and Political Relations.

The mandate of the Committee of Deputies and its four sub-committees also includes the establishment of working groups to deal with specific issues within their respective areas of responsibility. The Committee and its four sub-committees are supported by an interdepartmental secretariat, headed by an officer with the title of Secretary General.

Classes of Records

EAC-40
Committee of Deputy Ministers on Foreign and Defence Policy

Description: Information on policy, planning, co-ordination, organization and envelope management.

Inspection Service for Foreign Operations

The Inspection Service undertakes independent audits and evaluations of the full range of Canada's foreign operations at diplomatic and consular posts abroad. It reports to the Committee of Deputy Ministers on Foreign and Defence Policy through the Under-Secretary in his capacity as Chairman of that Committee.

Classes of Records

EAC-50
Inspection Service of Foreign Operations

Description: Information on post inspection reports, reviews and appraisals, program analysis, policy, plans and procedures, manpower, financial and materiel resources, personnel assessment and information services.

Manuals

- Terms of Reference for the Inspection Service
- Handbook - Future Directions for the Inspection Service for Foreign Operations
- Guidelines for Inspection Reports

- Questionnaires for Post Programs
- Appraisal Records of Post Programs

Co-Ordinator, International Appointments and Access to Information and Privacy Legislation

The Co-ordinator is responsible to the Deputy Under-Secretary (Management and Planning) for administrating the Department's Code of Conduct; departmental liaison for Governor in Council appointees; conduct of public servants abroad and "Post-Employment" Conflict of Interest Guidelines. The Co-ordinator is also special adviser to the Deputy Under-Secretary (Management and Planning) on questions of financial propriety. Other responsibilities include co-ordinating the Privacy and Access legislation within the Department, identifying staff positions in international organizations at senior levels and monitoring the size and composition of Canadian delegations to international conferences and meetings.

Classes of Records

EAC-60
International Appointments and Access to Information and Privacy

Description: Information on code of conduct, Governor in Council appointees, "Post-Employment" Conflict of Interest Guidelines, Privacy and Access legislation; staffing international organizations and monitoring international conferences.

The Executive Information Service

The Service has responsibility for ensuring that senior management, both in Ottawa and abroad, receives a timely and concise flow of information by monitoring the quality of reporting and preparing regular summaries and bulletins.

Operations Centre

The Operations Centre was established to improve the ability of the Department and the government to react quickly and to alert ministers and officials to reports and events of immediate significance for Canadian interests. Special task forces are often formed to deal with crisis, and are located physically in the Centre, thus providing a useful focal point for decision making and information gathering.

Classes of Records

EAC-70
Operations Centre

Description: Information on general policy and plans on activities related to the Centre as a crisis management facility including the functions of the Watch Office and the role of the departmental duty officer; co-ordinating activities for handling crisis and exercises, Task Force formation and guidance; contingency plans for national and international emergency situations; emergency preparedness and co-operation with concurrent Operations Centres in other countries and other Canadian government departments and agencies.

Manuals

- Duty Officer Instructions
- Departmental War Book

Area Bureaux

- African and Middle Eastern Affairs
- Asian and Pacific Affairs
- European Affairs
- United States Affairs
- Latin American and Caribbean Affairs

Each of the five area bureaux manages the formulation and conduct of Canadian policy towards the countries of the region with which it is concerned and supervises the operations of the diplomatic and consular posts in that region. The main responsibility of each post is the overall management of Canada's relations with the country in which it is situated. This responsibility includes the total spectrum of relations which normally exist between sovereign nations, for example, trade, culture, consular and legal services, immigration and aid. The area bureaux are the main points of contact on bilateral and international matters for the diplomatic missions of other countries in Canada. They may act as a liaison point for the activities of private agencies in countries for which they have responsibility.

In co-operation with other government entities, the Area Bureaux prepare official visits (both incoming and outgoing), many of which take place at ministerial, head-of-state or head-of-government levels. An allied responsibility of these bureaux is the preparation of the policy-briefing and advisory materials associated with such visits.

Responsibility also devolves upon the area bureaux for co-ordinating the allocation of most resources at posts and between posts, and for ensuring the effective management of individual missions.

Classes of Records

EAC-80
Area Bureaux

Description: Information on the formulation and conduct of Canadian policy, the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated, bilateral matters involving diplomatic missions of other countries in Canada and policy advice. *Topics:* Policy and background; trends in global, international or national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to Heads of Posts; reports and statistics; periodic reports; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; neutralism and non-alignment; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups, elections; provincial and municipal affairs; Communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'etat; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues; trade relations; immigration; consultation and research; and exchange of information.

Bureau of the Chief of Protocol

The Office handles matters of the accreditation and appointment of foreign diplomatic and consular representatives to Canada and heads of Canadian diplomatic and consular missions to other countries. This involves questions of diplomatic and consular privileges and immunities for both foreign representatives in Canada and Canadian representatives abroad. It is also the principal liaison point between the Department and the Diplomatic Corps accredited to Canada. The Office plans, organizes and manages state and official visits to Canada and the hospitality involved and participates in the logistic planning and conduct of travel abroad by the Governor General, the Prime Minister and the Secretary of State for External Affairs Canada. The Office also is involved in ceremonial and hospitality matters affecting the diplomatic corps in Ottawa and the various consular corps in the principal Canadian cities.

The Office of the Chief of Protocol consists of the offices of the Chief of Protocol, the Deputy Chief of Protocol, the Deputy Chief of Protocol for Diplomatic Corps Services and the Deputy Chief of Protocol for Visits and Conferences Service.

Classes of Records

EAC-90
Chief of Protocol

Description: Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries, diplomatic privileges and immunities and the planning, organization and management of state and official visits to Canada. *Topics:* Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad - heads of post, consular officers, special envoys; foreign representatives in Canada - heads of post, political advisers, military advisers, commercial advisers, special advisers; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada.

Manual

- Manual of Visits Procedures

Bureau of United Nations Affairs

United Nations Political and Institutional Affairs Division

The Division has the task of assessing, on a continuing basis, the political implications of developments in the Security Council, the General Assembly and other United Nations organizations. It also co-ordinates Canadian policy and activities which have to do with the institutional development of the United Nations system, and administrative, personnel management, financial and budgetary matters throughout the United Nations family of organizations. The Division chairs the Interdepartmental Committee on the Specialized Agencies. it is also responsible for co-ordinating delegations to the General Assembly and other bodies, United Nations negotiations on Namibia, the movement of non-aligned countries, and public information activities on the United Nations.

Classes of Records

EA-100
United Nations Political and Institutional Affairs

Description: Information on the organization, structure, administration, relations and sessions of the United Nations including the Security Council, the General Assembly, and other United Nations organizations such as the International Labour Organization (ILO), Food and Agriculture Organization (FAO), International Civil Aviation Organization (ICAO), United Nations Commission for Human Settlements (UNCHS), United Nations Environment Program (UNEP), International Telecommunication Union (ITU), Universal Postal Union (UPU) and Intergovernmental Maritime Consultative Organization (IMCO). *Topics:* Policy and programs - character, relations with countries, specialized agencies, intergovernmental organizations, non-governmental organizations, membership; Secretariat - finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly - rules and procedure, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council - rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council - sessions; United Nations system, including above agencies.

Manuals

United Nations General Assembly -

- Delegation Operations Manual (forthcoming)
- Delegation Briefing Book and Final Reports

United Nations Social and Humanitarian Affairs Division

This Division is responsible for co-ordinating Canadian international policy and activity on social questions, human rights, refugees and humanitarian and emergency assistance. The Division's functions have to do with not only the treatment of these questions in the forum of the United Nations, but also in Canada's foreign policy including bilateral and multilateral areas.

Classes of Records

EAC-110
United Nations Social and Humanitarian Affairs

Description: Information on Canada's participation in United Nations social and humanitarian activities. *Topics:* Policy; plan; programs; humanitarian aid project assistance; international, national and non-governmental social affairs; humanitarian affairs and human rights organizations and conferences; reports and statistics; international co-ordination; promotion of human rights, human rights violations; treaties and agreements; humanitarian and social questions, including health, multi-lateral human rights matters, refugee matters and policy.

Bureau of Co-ordination

Commonwealth Institutions Division

The Division co-ordinates Canada's multilateral relations with the 44 independent countries of the Commonwealth, the Commonwealth Secretariat in London and the many Commonwealth official and non-governmental organizations.

In the government field, these responsibilities include co-ordinating Canada's participation in Commonwealth heads of government meetings and senior officials' (secretaries to cabinet) conferences, as well as advising and working with the functional divisions, departments and agencies involved in Commonwealth meetings and programs in the various fields of Commonwealth functional co-operation. In carrying out these functions, the Division serves as the main channel for formal communications with the Commonwealth Secretariat in London.

In the non-governmental field, the Division has an advisory and liaison role in matters of Canadian association with the 300-odd nongovernmental institutions and organizations that operate on a Commonwealth basis.

Classes of Records

EAC-120
Commonwealth Institutions

Description: Information on Canada's participation in Commonwealth programs and activities. *Topics:* Policy; development; membership; Prime Minister's meetings; intergovernmental conferences, organizations, Royal visits; Queen and Royal Family and Commonwealth ministerial meetings and conferences; functional co-operation and the activities of nongovernmental organizations.

Federal-Provincial Co-Ordination Division

The Division is responsible for developing policies and procedures whereby the international interests of the provinces are compatibly incorporated into the conduct of Canada's foreign relations. To ensure that Canada's federal character is fully reflected on international issues, the Division seeks to co-ordinate the activities of federal departments and agencies, Canadian posts and provincial governments. In a continuing effort to develop more effective procedures of consultation on the various aspects of Canada's international activity that concern both levels of government, the Division maintains close contact with provincial officials. By being aware of provincial aims and policies on international questions, External Affairs Canada can recognize areas where federal and provincial interests may conflict and promote effective solutions.

The Division advises the Secretary of State for External Affairs Canada on international matters that involve provincial governments and on policy matters related to the expanding interests of the provinces in the international arena.

The Division assists the provinces in other ways. For example, it makes available to provincial officials the services of the Department's network of foreign missions and of its extensive telecommunications facilities. It co-ordinates the increasing number of visits abroad by provincial authorities and by foreign officials to the provinces. Within the framework of normal diplomatic practice, the Division helps establish contact between provincial and foreign governments. It seeks to ensure that provincial concerns are articulated as part of Canada's activities in international organizations through the provision of information, the process of consulation and provincial representation on delegations to certain international conferences. It consults regularly with the provinces on Canada's accession to international agreements that involve provincial jurisdiction. The Division has developed and is putting into practice procedures whereby information and documentation on matters of provincial interest in the United States and the European Community are regularly sent to provincial authorities.

EAC-130
Federal-Provincial Co-ordination

Description: Information on provincial involvement in international activities, provincial or federal-provincial implications for Canadian relations with foreign countries and groupings, the national unity issue as it affects Canada's foreign policy and international relations, provincial aid projects under CIDA and visits abroad by provincial representatives as well as visits of foreign representatives to the provinces. *Topics:* Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; visits abroad of provincial personalities; foreign visitors to Canadian provinces; provincial representatives abroad; foreign representatives in Canadian provinces; implications for Canadian relations with other countries and groupings; agriculture, aid, consular affairs and visas, cultural affairs, economic affairs, finance and trade, education, health, human environment, immigration, information and public relations, labour, natural resources, science, social affairs, telecommunications and outer space, tourism, transportation, emergency plans, civil defence and NATO.

Manuals

- "Fédéralisme et relations internationales", 1968
- "Fédéralisme et les conférences internationales sur l'éducation"

Francophone Institutions Division

The Division co-ordinates Canada's multilateral relations with some 35 or so countries making up the French-speaking world community, as well as with French-speaking intergovernmental authorities and the many private French-speaking international associations.

At the official level, the Division helps formulate and implement Canada's multi-lateral policy on the French-speaking countries and the institutions and programs of the international French-speaking community. Thus, it is called on to co-ordinate the formulation and implementation of Canadian policy at meetings of the institutions of "l'Agence de coopération culturelle et technique", the main forum of the world French-speaking community. Since its creation in 1970, "l'Agence" has brought together about 28 member countries, four associate states and two participating governments (Quebec since 1971 and New Brunswick since 1977). The Division thereby ensures the participation of the Canadian Government and provincial governments involved in the programs and other activities of "l'Agence".

The Division also co-ordinates Canadian participation in the two major French-speaking ministerial conferences of which Canada is a member - "la Conférence des ministry de l'éducation" and "la Conférence des ministres de la Jeunesse et des Sports des pays francophones".

In the non-governmental sphere, it provides liaison with private international French-speaking associations and agencies and lends them its support with a view to promoting effective and representative Canadian participation.

Classes of Records

EAC-140
Francophone Institutions

Description: Information on the multilateral aspects of Canada's relations with French-speaking countries, formulation and implementation of Canadian policy, co-ordination of the Canadian contribution to their aid programs, establishment and co-ordination of Canadian participation in various meetings of an official or semi-official nature, intergovernmental conferences, international associations and private organizations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; intergovernmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange.

Bureau of International Security Policy and Arms Control Affairs

Arms Control and Disarmament Division

This Division develops advice and recommendations on government policies and positions in negotiations and deliberations to control and stop the arms race. It acts in close consultation with the Defence Relations Division and with the Directorate of Arms Control Policy at National Defence. The Division prepares instructions, in consulation with other bureaux, agencies and departments for Canadian representatives to the Committee on Disarmament in Geneva, the First Committee of the United Nations General Assembly and the United Nations Disarmament Commission. The Division also assists in the formulation of Canadian policies on arms control questions in NATO. In consulation with other divisions and with National Defence, the office is also responsible for the arms control aspects of the Conference on Security and Co-operation in Europe.

In addition, the Division publishes "The Disarmament Bulletin" which is a review of national and international disarmament and arms control activities. It is also responsible for the management of the Disarmament Fund and organizes a semi-annual Consultative Group of representatives of interested nongovernmental organizations in the field.

Classes of Records

EAC-150
Arms Control and Disarmament

Description: Information on various issues involved in formulating advice and recommendations on policy and positions intended to control and stop the arms race. *Topics:* Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures, plans and proposals; control and verification; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers (SALT); reduction and elimination of chemical and biological welfare (CBW) weapons; reduction of conventional armaments and armed forces; military budgets; foreign bases; transition from stage to stage of disarmament; outer space; reduction of the risk of war; disengagement and denuclearized zones; comprehensive test ban and disarmament studies and research.

Key Issues

Suspension of nuclear tests - policy and positions, treaties and agreements, organizations and conferences, plans and proposals; nuclear war; legal aspects; economic and social consequences.

Defence Relations Division

In co-operation with National Defence, the Division develops and co-ordinates departmental views and policies on defence matters and provides advice on the defence aspects of Canada's bilateral relations with other countries. Those duties are divided among four functional sections:

- NATO Policy Co-ordination Section - co-ordinates broad policy on Canadian participation in the North Atlantic Alliance and prepares instructions and guidance for the Canadian Delegation to the North Atlantic Council.
- SALT/NPG Section - deals with and co-ordinates Canadian involvement with Alliance-related arms control programs, including SALT, MBFR and theatre nuclear force (TNF) arms control, and co-ordinates Canadian participation in Alliance development of nuclear weapons policy.
- Military Assistance and Peacekeeping Section - with other departments, develops and monitors Canadian peacekeeping policy and operations abroad and develops and co-ordinates Canada's Military Training Assistance Program for non-NATO countries.
- North American Section - develops and co-ordinates policy on bilateral defence relations with the United States, including principally NORAD affairs and the Canada-United States Permanent Joint Board on Defence (PJBD).

Classes of Records

EAC-160
Defence Relations

Description: Information on the development and co-ordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; Canadian forces, foreign forces, defence authorities, visiting forces; bilateral relations - Canada, bilateral relations - other countries; armed forces - policy and procedures, co-ordination, personnel, navy, army, air force, para-military forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; disarmament, arms control; peacekeeping; human rights; defence research; military information; air defence systems; maneuvers and exercises; bases, installations and related activities; arms sales; military transportation; communications; aircraft clearances, policy and procedures, Canadian aircraft, foreign aircraft; military assistance; mobilization for war; outer space; service attaches; civil defence and emergency planning.

Bureau of Economic Intelligence

The Bureau comprises three Divisions: Africa, Middle East and Western Hemisphere; Asia; and Europe. It is responsible for making intelligence assessments of foreign economic developments relevant to Canada's foreign policy concerns.

Classes of Records

EAC-170
Economic Intelligence

Description: Information on the collection and analysis of economic intelligence furnished by other federal departments and agencies, the public media, foreign governments and international organizations which provides a basis for policy formulation on matters affecting Canada's economic interests. *Topics:* Policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations. *Retrievability:* Major case files are arranged by country or international organization.

Bureau of Intelligence Analysis and Security

Intelligence Analysis Division

This Division has two main functions: liaison with other departments and governments for the exchange and dissemination of intelligence and the production of current and long-term intelligence assessments.

Classes of Records

EAC-180
Intelligence Analysis

Description: Information on the collection and analysis of foreign and political and economic intelligence from other federal departments and agencies, the public media, foreign governments, international organizations and other sources which provide a basis for policy formulation on matters affecting Canada's interests. *Topics:* Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents. *Retrievability:* Major case files are arranged by country, international organization or of individual.

Security Division

The Division is responsible for all matters which have to do with the security and personal safety of the Department's personnel, property and documents both in Ottawa and abroad, and liaison with other departments and governments on national security questions involving foreign relations.

Classes of Records

EAC-190
Security

Description: Information on matters concerning the physical security of documents, communications and buildings and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security. *Topics:* Policy and co-ordination; reports and information; treaties and agreements; legislation and regulations; visits; arrangements; conferences and delegations; assistance to foreign missions; passport security; immigration security; foreign intelligence activities in Canada; Communist and pro-Communist parties and organizations; vulnerability; exchange and release of information; travel by Canadian residents; foreign representatives in Canada; visitors; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances.

Bureau of Trade, Development and General Economic Relations

Commercial and Commodity Policy Division

The Division is responsible for the development and co-ordination of Canadian commercial and commodity policies. As such, it carries out functions such as the formulation and implementation of international trade and commodity policy, customs and special import policy questions, agricultural and industrial trade issues, commercial policy aspects of international fisheries relations, commodity agreements, the common fund and North-South trade, and commodity policy issues. Other functions include the formulation of Canadian policy towards the Organization for Economic Co-operation and Development (OECD), the General Agreement on Tariffs and Trade (GATT), the Development Trade Committee and various international commodity organizations. The Division also co-ordinates the work of the Interdepartmental Committee on Commercial Policy and has a liaison role with other functional and geographic divisions within the department on trade and commodity policy issues. The Division is composed of two sections which deal with commercial policy and commodity policy, respectively.

Classes of Records

EAC-200
Foreign Trade

Description: Information on import-export trade, customs tariffs, international trade conferences, trade promotion, import policies and restrictions, commodity arrangements, trade agreements, export controls, strategic controls and embargoes. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; problems of less-developed countries; low-cost imports; surplus disposal; subsidies; quantitative restrictions; state trading; commodity trade; commercial relations; trade promotions; trade fairs; tourism; mechandise in bond; quarantine regulations; strategic trade controls.

Development and Export Financing Policy Division

The Division is principally responsible for the formulation of bilateral and multilateral aid policy and strategy. It has principal departmental responsibility for liaison with the Canadian International Development Agency (CIDA) and for co-ordination of Canadian positions on the activities of the multilateral aid institutions, including the regional banks. It is also responsible for export financing and insurance policy and operations, and as such is the principal departmental interlocutor with the Export Development Corporation.

Classes of Records

EAC-210
Development and Export Financing Policy

Description: Information on national foreign development and export finance. *Topics:* Aid and export finance; policy; plans and programs; reports and statistics; treaties and agreements; international development organizations and conferences; legislation; international co-ordination; specific development project assistance; non-project grants and loans; technical assistance, export development, emergency relief and volunteer service.

General Economic Relations Division

The Division is responsible for Canada's overall international economic policy and relations. It performs a principal liaison function on international economic and monetary questions and bilateral taxation agreements. It co-ordinates Canadian interests in the Organization for Economic Co-operation and Development (OECD) and regulates the Canadian positions in Economic Summit meetings and their follow-up. The Division also has a general responsibility for the North-South dialogue which includes Global Negotiations, North-South Summit meetings, co-ordination and preparation of Canadian positions on general economic relations with the Third World, and responsibility for Canadian interests in the United Nations Conference on Trade and Development (UNCTAD). In addition, it is responsible for East-West multilateral economic relations, including Basket II of the Conference on Security and Co-operation in Europe and the UN Economic Commission for Europe as well as international economic aspects of federal-provincial relations. The Division is also a focal point for departmental review of the medium-term implications of international economic developments on Canada's economic policy.

Classes of Records

EAC-220
General Economic Affairs

Description: Information on international and domestic studies, trends and conditions, discussions on international economic policy and relations, macro-economic questions including monetary issues and recycling of surplus revenues, bilateral taxation issues, OECD activities and Economic Summit preparations and conferences, North-South issues including the proposed Global Negotiations and North-South Summits, UNCTAD programs and budget, and East-West multilateral economic issues including Basket II of the Conference on Security and Co-operation in Europe and the Economic Commission for Europe. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; UN economic bodies; positions of other countries; banking legislation; tax treaty legislation and agreements; budgetary practice in the OECD and the UN; macro-economic indicators; international financial flows; International Monetary Fund; Economic Commission for Europe; OECD; UNCTAD; past Economic Summits (from Rambouillet to Ottawa).

Bureau of Energy, Industry and Science Relations

Industry, Investment and Competition Policy Division

This Division has principal responsibility within the Department for industrial policy. Its concerns include developments in Canadian industrial strategy and related issues including defence exports. It is responsible for multilateral negotiations on the transfer of technology and for bilateral policy matters in this area. These are related to its responsibility for Canadian participation in the United Nations Industrial Development Organization (UNIDO) and the U.N. Intergovernmental Committee on Science and Technology for Development. It provides the main liaison with the Department of Industry, Trade and Commerce (ITC), the Canadian International Development Agency (CIDA) and other departments and agencies in matters of policy and implementation of industrial co-operation with industrialized and developing countries. It has major responsibilities in the investment area, including liaison with the Foreign Investment Review Agency (FIRA), Departments of Finance Canada, and ITC and the business community as well as for developments on multinational corporations in the Organization for Economic Co-operation and Development (OECD) and the United Nations. The Division is also active in the fields of competition policy and intellectual property, where it co-ordinates policy development, principally with Consumer and Corporate Affairs Canada and such international agencies as the OECD and the World Intellectual Property Organization (WIPO). It is also responsible for work towards an international agreement on the prevention of bribery and illicit payments in international commercial transactions.

Classes of Records

EAC-230
Industry, Investment and Competition Policy

Description: Information on the development of industrial policy, industrial co-operation, particularly with developing countries, investment, competition policy and intellectual property. *Topics:* Policy and plans; reports and statistics; agreements; organizations and conferences; legislation and regulations; industrial co-operation; industrial development; industrial strategy; commercial co-operation; transfer of technology; scientific and technological co-operation; science and technology for development; export of military equipment; nuclear energy; foreign investment policy; foreign investment review legislation; multinationals; external investment matters; nationalization and expropriation; antitrust matters; extra-territoriality; national treatment; industrial and intellectual property; patent law; trade marks; copyright agreements; competition policy; liaison with business; business practice; cartels; consumer and corporate policy; bribery and illicit payments; UNIDO; WIPO; UNCTAD; OECD.

International Energy Policy Division

The Division is responsible for relations with other countries in the energy field and Canada's participation in a number of multilateral organizations dealing with energy questions. It ensures the implementation of Canada's nuclear non-proliferation and safeguards policy, explains and defends abroad Canada's general energy policies, supports the nuclear industry's marketing efforts, participates in international energy policy co-ordination, facilitates Canada's international energy trade, and is involved in attempts to improve the energy situation in developing countries. This includes bilateral and multilateral questions and negotiations on nuclear co-operation and non-proliferation and safeguards policy, conventional energy (oil, natural gas, coal and electricity) and new and renewable forms of energy. The Division deals, for example, with the International Atomic Energy Agency, the OECD's Nuclear Energy Agency and the International Energy Agency and energy discussions in various international forums and conferences.

Classes of Records

EAC-240
International Energy Policy

Description: Information on questions and negotiations concerning conventional, nuclear and new forms of energy, safeguards, international energy-policy co-ordination and economic and commercial development. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; energy policy co-ordination; electricity, petroleum and natural gas; atomic energy; nuclear energy; coal; uranium; energy research and development; global energy relations; energy export policy; environmental protection; nuclear waste disposal; scientific and technological co-operation; non-proliferation and safeguards; peaceful uses of nuclear energy; and economic and commercial co-operation and development.

Science, Environment and Transportation Policy Division

The principal responsibilities of the Division are the development of policy and co-ordination of multilateral activity in the areas of international science and technology, environment, communications, space, and air and maritime transportation. The Division is also responsible for bilateral air relations, the negotiation of bilateral air transport agreements and the management of Canada's science counsellor network abroad.

Classes of Records

EAC-250
Science, Environment and Transportation Policy

Description: Information on Canadian policy and activities in the areas of international science and technology, environment, space, communications, air and maritime transport. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; branches of science; research and development; scientific information, manpower, technology; protection of nature, conservation and utilization of resources, preservation of wildlife and aquatics; social development; pollution; UN Environmental Program; Organization for Economic Co-operation and Development (OECD), Economic Commission for Europe; air relations; routes and services; International Civil Aviation Organization; International Air Transport Association; navigational safety; International Maritime Consultative Organization (INCO); UNCTAD; deep-sea shipping; outer space; UN Committee on the Peaceful Uses of Outer Space; European Space Agency; trans-border data flow; communications; International Telegraphic Union (ITU).

Bureau of International Cultural Relations

Academic Relations Division

The Division works to develop an informed, well-disposed and sustained interest in Canada as a whole among members of the academic community outside of Canada in certain selected countries. This is done in large part through assistance, in a variety of ways, for teaching and research under the general heading of Canadian Studies. The Division also manages a post-graduate awards program for foreign nationals from developed countries and academic student exchange programs with the People's Republic of China. The Division also works to foster understanding and co-operation between the Department and academics, universities and international groups in Canada interested in the study and discussion of international relations and in the long-term formulation of Canadian foreign policy. It provides liaison with the Council of Ministers of Education on international education meetings and other matters.

Classes of Records

EAC-260
Academic Relations

Description: Information on awards, scholarships, fellowships and exchange programs offered by the Canadian Government to nationals of certain countries; teaching, research and relations with foreign and Canadian academics and universities. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; exchange of persons; universities; education associations; awards, scholarships, fellowships; teaching, research and publications.

Cultural Affairs - Arts Promotion Division

The Division maintains liaison with other federal agencies such as the Canada Council and the National Museums Corporation, as well as private organizations and cultural ministries of the provinces, on the promotion abroad of professional performing artists, exhibitions of Canadian art, book donations, participation in film festivals and seminars on Canadian culture. It has specific responsibility for the governmental aspects of Canada's membership in the United Nations Educational, Scientific and Cultural Organization (UNESCO) and provides departmental liaison with the Canadian National Commission for UNESCO.

Classes of Records

EAC-270
Cultural Affairs - Arts Promotion

Description: Information on the promotion of cultural relations between Canada and other countries. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

Historical Division

This Division is responsible for certain archival activities including the acquisition, indexing and microcopying of reports on conferences; the preparation of briefing books and special studies on aspects of foreign affairs; the development of a collection of historical material on Canadian foreign policy; and the preparation of background studies on international issues for departmental use. The Division also compiles and edits a continuing series, "Documents on Canadian External Relations", and is currently engaged in the preparation of a history of the Department. In addition, the Division assists academic and other researchers seeking access to declassified departmental records by locating and procuring primary source material on Canada's external relations and by arranging interviews with departmental officials. Individual inquiries and requests from Canadian missions abroad are also dealt with to the extent permitted by our resources and research facilities. The Division also serves as a research and data base for other divisions of the Department and performs a liaison role with the Pan-American Institute of Geography and History.

Classes of Records

EAC-280
Historical Information

Description: Information on archival documents, studies on Canadian foreign policy on international issues, departmental history and data on Canadian representation abroad. *Topics:* Policy and planning; reports and statistics (country programs); organizations and conferences (reports and briefing books); custody of oral history interviews (access authorization by person interviewed required); compilation and editing of state papers (Documents Series); and special publication projects.

Multilateral Relations and Sports Division

The primary role of the Division is to promote Canada's interests in international and regional organizations such as UNESCO, Conference on Security and Co-operation in Europe (Cultural Division), the Council of Europe and the Commonwealth, given the ever-increasing demand for consultation and co-ordination between federal and provincial governmental as well as non-governmental organizations.

The Multilateral Relations Section is responsible for the formulation of the federal government's contribution to UNESCO and the cultural components of the Conference on Security and Co-operation in Europe, the Council of Europe and the Commonwealth, taking into account provincial interests. It also maintains close links with the Canadian Commission for UNESCO and other non-governmental organizations.

The International Sports Section advises Canadian sports organizations on their overseas operations and assists them in the organization of major international sports events in Canada and abroad. Direct financial support is not normally given to sport, but the

Department's facilities and resources are deployed as required by any particular event. The section advises the Minister of State, Fitness and Amateur Sports and Multiculturalism on the conduct of international sports exchanges and Canadian foreign policy as it affects sport operations and it provides advice to the Under-Secretary and to the Ministers on sporting events which have implications for Canada's foreign relations.

Classes of Records

EAC-290
Multilateral Relations and Sports

Description: Information on Canada's multilateral relations with certain international and regional organizations, sports presentations and international competitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; legislation and regulations; visits; exchanges of persons; sports presentations and international sport competitions.

Bureau of Information

Domestic Information Programs Division

The Division informs Canadians about Canada's foreign policy, international relations and the services of External Affairs Canada.

To achieve its objectives, the Division employs various information and communications techniques - speakers, conferences and seminars, a program of visits abroad for community leaders, films, audio tapes, T.V. clips, radio mini-documentaries and other media programs, posters and publications - to reach the general public and high-school students. It organizes tours of the Pearson Building, provides briefings on foreign policy issues for visitors, answers inquiries of a general nature from the public and distributes information material upon request on subjects related to Canadian foreign policy.

Classes of Records

EAC-300
Domestic Information Programs

Description: Information on activities and materials used to inform Canadians about Canadian foreign policy, international relations and the Department's (consular and passport) services. *Topics:* Policy and plans; reports and statistics; organizations and conferences; conventions and agreements; visits, exchange of information; requests for information; press; publications and visuals; editorial services; distribution; technical equipment and supplies; External Affairs Canada publications; official publications in Canada; non-governmental publications; newspapers; local press; news agencies and press associations; feature materials and visual materials; photographs, filmstrips and recordings; graphics; exhibits and displays; motion pictures; radio and television; T.V. films and tapes.

External Information Programs Division

The Division has two main functions: the dissemination of a knowledge and understanding of Canada and the Canadian people abroad; and the provision of information to Canada's policies to citizens of other countries. Emphasis is placed on reaching journalists and other opinion makers abroad, both by supplying posts with background documentation, illustrated articles and photo-stories for the foreign press, and by arranging fact-finding visits to Canada for selected journalists and other appropriate individuals.

In addition, a full range of basic information techniques is used. The Division issues a wide variety of publications on Canada in several languages, and prepares exhibits for circulation abroad. A variety of periodicals is produced by the Division and at a number of missions abroad. Films, television programs, records, transcriptions and radio programs are distributed. Background materials are also prepared for the use of post officers on speaking engagements. The Division also undertakes special projects such as "Canada Weeks", multi-media events illustrating particular themes, public relations projects focusing on major policy issues, the development of the public relations aspects of ministerial visits abroad and the celebration of important anniversaries and international events.

Classes of Records

EAC-310
External Information Programs

Description: Information materials on Canada sent to other countries, including information on Canadian Government policies and programs. *Topics:* Policy and plans; reports and statistics; conferences and seminars; visitors to Canada programs; requests for information; foreign press; External Affairs Canada publications; exhibits and displays; films, recordings, transcripts, radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events.

Manual

- Film Manual

World Exhibitions Program Division

The Division is responsible for liaison and representation at the International Bureau of Exhibitions in Paris. It co-ordinates the handling of invitations to take part in world exhibitions, determines interdepartmental interest and makes recommendations. It also provides for the organization and direction of Canadian participation in world exhibitions.

Classes of Records

EAC-320
World Exhibition Program

Description: Information on liaison and representation at the International Bureau of Exhibitions in Paris and world exhibitions. *Topics:* Policy and plans; reports and statistics; organizations and conferences; visits; exhibits and displays.

Manuals

- International Convention and Protocols governing international expositions
- Operating Rules and Procedures of the International Bureau of Expositions

Bureau of Consular Services

Consular Operations Division

The Division is responsible for providing advice and instructions to posts on Canadians in difficulty abroad, including those who are ill, have been injured, or are in jail or temporarily destitute; contacting friends, relatives and others who might be able to help Canadians in distress; giving them, where warranted, financial aid on a recoverable basis to relieve immediate distress or to enable them to return to Canada; helping with arrangements in connection with the death of Canadians abroad and the settlement of estates; authorizing the issue of diplomatic and courtesy visas to foreign officials; co-ordinating the processing of visa applications for visitors from certain designated countries; responding to requests for representations to other governments in order to reunite families and to promote human contacts; answering inquiries on matters of travel abroad; providing consular advice to Canadians at home on matters of dual nationality; providing assistance in obtaining birth, marriage, death and other official documents from certain foreign countries; contingency planning and maintenance of a register of Canadian residents abroad; and providing a representative on the Refugee Status Advisory Committee.

Classes of Records

EAC-330
Consular Operations

Description: Information on Canadian consular operations. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control, services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offences, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen, commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates; reunification of families; and visa registration.

Consular Policy Division

The Division is responsible for the drafting of consular agreements with other countries; the development and monitoring of consular policies and procedures, including the collation and assessment of statistics; monitoring legislative developments in Canada affecting the lives of Canadians outside Canada, such as social security plans, immigration and citizenship matters and Canadian merchant shipping; amending the Manual of Consular Instructions; preparing and issuing circular documents of instructions to posts abroad; conducting a consular training program; conducting a "consular awareness" program for Canadian travellers, warning them of possible travel problems; and maintaining liaison with the travel industry in Canada and other departments and organizations concerned with matters of consular policy.

Classes of Records

EAC-340
Consular Policy

Description: Information on Canadian consular policy matters. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; inquiries and complaints; consular conventions and understandings; diplomatic and official visas; co-ordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry.

Manual

- **Manual of Consular Instructions**

Bureau of Legal Affairs

Economic Law and Treaty Division

This Division consists of two sections. The Economic Section advises on the legal aspects of Canada's international economic relations, co-operating especially with the Bureau of Commercial and Commodity Relations and the Bureau of Development, Industry and Science Relations. It is also concerned with the protection of the interests of Canadian Citizens and the Canadian Government arising out of injury or damage to Canadian property abroad. The Treaty Section advises on the interpretation of international agreements, ensures that treaties entered into by Canada are concluded in accordance with Canada's international and domestic legal obligations, maintains treaty records, registers treaties with the United Nations, publishes treaties in the Canada Treaty Series and arranges for their tabling in Parliament.

Classes of Records

EAC-350
Economic Law and Treaties

Description: Information on Canada's international economic relations, trade and commodity agreements and related matters. *Topics:* Trade agreements; commodity agreements; constitutional law; international dispute settlement; international organizations; international investment; international industrial policy; international commercial arbitration; international energy issues; jurisdictional issues, sanctions and boycotts; transport and communications; international bankruptcy issues; foreign and domestic claims; international development; international finance; international law commission; treaty negotiation, interpretation, registers, procedures and publication.

Legal Advisory Division

The Division consists of two sections. The Advisory Section advises on the federal-provincial aspects of Canada's international relations, the recognition of states and governments, extradition, asylum, diplomatic and consular privileges and immunities, legal aspects of consular conventions and administration matters, passport and other international legal matters that do not fall within the designated responsibilities of other sections of the bureau. The Private International Law Section assists the legal profession and the public in the field of international judicial co-operation, which includes the practice and procedures pertaining to the service and authentication of documents, the taking of evidence for legal proceedings in Canada and the furthering of extradition proceedings to and from Canada. The Section is also involved in consular matters, such as the protection of Canadian citizens, estates, marriage, custody of children, etc., and passport matters.

Classes of Records

EAC-360
Legal Advice

Description: Information on questions of public and private international law and international relations. *Topics:* Policy and plans; reports and statistics; judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states and governments; provincial participation in international agreements; passport matters; defence regulations; security matters; transfer of offenders; narcotics control; transborder police operations; immigration legislation and regulations; extradition; childnapping; private international law; administration law; private institutional law; maintenance orders; letters rogatory; depositions; service of documents.

Legal Operations Division

The Division consists of three sections. The Law of the Sea Section deals with maritime law, which includes questions on territorial waters, fishing zones and the continental shelf, Arctic sovereignty and the peaceful use of the seabed and its resources beyond the limits of national jurisdiction. The Environment and Fisheries Law Section co-ordinates the Canadian approach to international legal activities in the fields of fisheries and environment and promotes Canadian fisheries interests as well as the enhancement and protection of the environment. The United Nations and Legal Planning Section is responsible for most UN legal issues, including humanitarian law, terrorism, air and space law. In addition, it assists in the planning of Canadian policy on quasi-legal matters and co-ordinates departmental relations with the international law academic community in Canada.

Classes of Records

EAC-370
Legal Operations

Description: Information on maritime legal questions, international legal activities in the environmental field and UN legal issues. *Topics:* Territorial and high seas matters; fishing zones; fisheries agreements; fishing treaties; fisheries regulations; fisheries exports; international fisheries commissions; fish stocks; maritime boundaries; transboundary fish stocks; fisheries negotiations; fisheries conservation; marine scientific research; marine mammals; Law of the Sea; continental shelf; international seabed area; compensatory financing; transfer of technology; Arctic sovereignty; deep-seabed enterprise; seabed authority; nickel production; marine environmental protection and preservation; marine vessel traffic agreements; navigation safety; admiralty law; marine pollution control; bonding arrangements; oil and hydrocarbon exploration; transportation regulations; environmental law; environmental relations; offshore mining and drilling; air pollution control; weather modification; aviation organizations; outer space law; international space committees; space agreements and treaties; human rights; refugees; terrorism; hijacking; disarmament; direct broadcast satellites; nuclear-powered satellites.

The Passport Office

The Office issues passports to Canadian citizens. This is done in Canada through the main Passport Office in Ottawa and through Regional Offices in Montreal, Toronto, Vancouver, Halifax, Edmonton, Winnipeg, Calgary, Saskatoon, London, Windsor, Hamilton, Quebec, Fredericton and St. John's. The Regional Offices also carry out local functions, as required, on behalf of other divisions and bureaux of the Department, such as meeting foreign dignitaries and visiting journalists and providing local assistance in consular matters. Service is provided abroad through Canadian diplomatic missions and consular and trade offices.

The Office also issues certificates of indemnity and United Nations Refugee Convention travel documents to non-Canadians legally resident and currently living in Canada who are eligible to receive them.

Classes of Records

EAC-380
The Passport Office

Description: Information on the issue of passports to Canadian citizens in Canada and abroad, certificates of identity and United Nations Refugee Convention travel documents. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations, surveys and studies; general administration; organization and establishment; personnel administration; travel and removal; finance administration; communications services; records administration; library services; material management; security; property management; data processing; information activities; public relations; consular affairs; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, eligibility, issue, validation and amendment, and categories; emergency certificates; certificates of identity; control lists; lost or stolen passports; denial of services; fraudulent activities; security precautions.

Manuals

- Passport Office Administrative Procedures Manual
- Passport Office Birth Certificates Book;
- Passport Office Data Processing Manual
- Handbook of Examining Practices
- Passport Policy Manual
- Passport Division Organization Manual
- Passport Office Operating Procedures Manual

Office of Internal Evaluation and Audit

The function of the Office is to provide the Under-Secretary on a continuing basis with systematic, independent appraisals of the appropriateness of departmental programs and activities and of the economy, efficiency and effectiveness with which they meet objectives and goals. It also aims to encourage managers to develop evaluation techniques applicable to their operations.

EAC-390
Internal Evaluation and Audit

Description: Information on appraisals and evaluations of departmental programs. *Topics:* Policy and plans; reports and statistics; surveys and studies; Audit and Evaluation Committee; internal organization and methods; manpower and planning; reviews and inspections; administration policy and procedures; organizational briefs and reports; selection of personnel; personnel establishment; position classification and pay; appraisal of operations for efficiency, economy, and effectiveness; evaluation; management, operational and composite audit.

Bureau of Personnel

Personnel Operations Division

The Division, which is divided into five sections, is responsible for the recruiting, training, development, career planning, assignment, posting, secondment, transfer and separation of Canada-based personnel of the Department (except the Passport Office staff), including officers, secretaries, clerks, communicators, security guards and specialist personnel (a total of 2,984 as of August 1, 1978). The Division is also responsible for the implementation of the appraisal and promotion system for all categories of personnel. In addition, it deals with the administrative arrangements for assignments abroad and the designations of personnel of other departments and agencies at posts. Finally, it is responsible for career development and counselling, as well as for a broad variety of general personnel matters associated with the operational aspects of the assignments of foreign service personnel.

Official Languages Division

The Division is responsible for all aspects of the Department's official languages program, which includes planning, evaluation and audit, language testing and training. The Division is also responsible for the linguistic identification of positions, the application of the Bilingualism Bonus Plan and the recording into the Official Languages Information System (OLIS) of pertinent data related to positions and incumbents.

Staff Relations and Compensation Division

The Division is responsible for development, review and administration of policy on foreign service terms and conditions of service, which includes foreign travel and relocation; management and administration of pay and allowance and compensation services; the management and administration of the Heads of Post Directives and the Foreign Service Official Hospitality Directive; leave and attendance; the retirement program and superannuation; employee participation in hospital and medical insurance plans; staff relations; health and safety of employees abroad; personnel welfare counselling and the Employee Assistance Program (alcoholism); development and implementation of systems and procedures consequent upon statutory provisions, central agency directives and collective bargaining agreements; classification and pay and benefits determination and administration of locally-engaged employees abroad; classification of Canada-based positions; travel arrangements for departmental personnel as well as all relocation arrangements for foreign operations personnel, except employees of ND and RCMP; and the development and administration of special voting procedures for all public servants abroad.

Bureau of Finance and Management Services

Accounting and Financial Services Division

The Division provides a wide range of financial services to the Department, including the maintenance of financial controls over departmental accounts, fiscal accounting and reporting to the Receiver General, cash forecasting to the Department of Finance Canada, preparation of the departmental section of the Public Accounts, the development and promulgation of appropriate financial systems and procedures and the verification of expenditures and revenues to ensure compliance with parliamentary, executive and departmental authorities.

The Division determines the financial procedures followed by all Canadian Government departments at posts and is responsible for related financial services at headquarters.

The Division also provides advice and assistance to headquarters bureaux and divisions and to posts, on accounting and reporting and on the interpretation of policy guidelines and regulations, arranges payments of grants, contributions and assessments to international organizations, administers two working capital advances to finance post operations and loans to Government employees posted abroad, provides revenue accounting and collection services and prepares special forecasts and statements as required.

Management Services Division

The Division provides management consulting, computer systems design and administrative publications services to the Department.

Management consulting services are provided to assist departmental managers in improving the effectiveness and efficiency of their operations. Procedural analysis, statistical analysis, work flow and work simplification study, flow charting and similar approaches are used to identify and resolve problem areas or improve operations.

The Division assists departmental managers in developing and implementing new computer systems, and is responsible for the co-ordination and acquisition of electronic data-processing services (both hardware and software) for the Department.

A particular goal of this Division is the gradual development of co-ordinated management information systems to serve the needs of the Department.

Administrative publications services produce the manuals used throughout the Department and publish internal administrative notices, circular documents and the publications "Canadian Representatives Abroad", "Diplomatic Corps and Consular and Other Representatives in Canada" and "Bon Voyage, But...." (Information for Canadians Travelling Abroad).

In addition, this section maintains an Authorities Index, provides a forms design service and co-ordinates the Department's use of photocopier and printing services.

Resources Planning and Analysis Division

The Resources Planning and Analysis Division acts as a resource management adviser to the Department, a function that includes the design, development and operation of the Department's resource management systems, which cover both monetary and manpower resources and conduct special studies and analyses of the resource implications and costs of departmental programs and plans.

The Division is also responsible for the preparation and submission of the annual program forecasts and estimates to the Treasury Board of Canada and the allocation and control over departmental operating budgets.

Bureau of Communications and General Services

Information Systems and Records Management Division

The Division is responsible for the operation of the Department's records services. It operates all headquarters records services. These include records administration, retention, improvement and scheduling, micrographics, mail and messenger operations. Research assistance in the retrieval of records is provided to departmental employees and the Division serves as the official Departmental point of contact with Public Archives Canada. The Division also provides a post liaison capability providing functional guidance and direction in the administration of records at posts.

With the promulgation of the Canadian Human Rights Act on March 1, 1978, a Privacy Act Officer was assigned to handle requests for access to departmental files under the general guidance of the Departmental Privacy Act Co-ordinator. The Division is also responsible for administering the activities related to the implementation of the Access to Information Act within the Department.

Library Services Division

The Division is composed of a main library and one branch library specializing in international law. It provides information and research services to departmental staff at home and abroad and to outside researchers.

The Division assists with the planning of physical facilities for libraries at posts abroad and establishes and maintains these libraries by providing a range of support functions. A relatively recent development has been the expansion of the Division's capability to carry out research through access to various automated databases.

Telecommunications Division

The Division provides and manages a world-wide telecommunications network for records transmission between all government departments and agencies and their representatives abroad (except for the operational units of National Defence). The network protects the confidentiality of sensitive communications with embassies abroad and also provides for the relay of non-sensitive traffic to official representatives at outlying sites. Fully fifty per cent of the services provided by the system are for other government departments.

The Division is also responsible for the operation of the diplomatic courier services between Ottawa and posts abroad. It carries responsibility for technical security and the maintenance of an approved technical environment for discussion and processing of classified information. The Division manages a comprehensive telephone program, including the provision of plant and life-cycle support for most embassies and many consulates abroad. It develops intrusion alarm systems and co-operates in providing the advice and expertise necessary to maintain the personal safety program abroad. It provides technical advice and support for most electronic devices used at both headquarters and the posts.

EAC-400
Telecommunications

Description: Information on national and international telecommunications services between all government departments and agencies and their representatives abroad. *Topics:* Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; satellites; radio, telephone and telegraph; television; cables; computer communications.

Bureau of Physical Resources

Intergovernmental and Special Projects Division

The Division is responsible for negotiations and the undertaking of special assignments of a bureau-wide nature encompassing a variety of subjects, including the establishment of new capital cities or diplomatic cities; government-to-government negotiations and agreements; complex projects such as the new chancery in Moscow and staff housing in Warsaw; major transactions and negotiations such as joint development opportunities; analysis of major property acquisition proposals; investigations of an unusual or broad nature and the conduct of complicated negotiations. In addition, the Division will represent the Department on various committees such as the Committee on Propriety Issues and the Treasury Board of Canada Committee on Consultant Selection, direct activities such as Design Review and Consultant Selection for all the Department's Design and Construction projects and represent the Bureau on the Department's Fine Arts Committee.

Classes of Records

EAC-410
Intergovernmental and Special Projects

Description: Information on government-to-government negotiations and agreements, joint development opportunities, property acquisition, investigations of a unique character and representative functions. *Topics:* Policy and planning; records and statistics; organizations and conferences; negotiations and agreements; capital cities; diplomatic cities; staff housing; joint development opportunities; property acquisition; investigations; and in-house consultation.

Operations and Maintenance Division

The Division is responsible for the provision of materiel which are for government posts and agencies outside Canada whose operations have been integrated for administrative support, as well as for the External Affairs Canada's headquarters. Its detailed responsibilities include determination of requirements, cataloguing, shipment and distribution, storage, maintenance and repair, accounting for assets on hand and ultimate disposal of materiel when it is beyond further use. Of particular significance is the procurement, through selected sources, of furnishing and equipment for chanceries, official residences and staff accommodation and the specifications for and acquisition of special technical and domestic electrical and mechanical equipment appropriate for use under peculiar and adverse climatic conditions and in under-developed technological environments. In addition, it deals with the maintenance of property, the leasing of staff housing and engineering services.

EAC-420
Operations and Maintenance

Description: Information on the operation and maintenance of existing physical and materiel resources of posts, including both real and improved property and related furnishings, material and supplies. *Topics:* Policy and procedures; distribution account; shipping; customs; general procurement; routine claims; furnishings procurement; distribution; maintenance and repairs; program co-ordination and liaison; surveys; visits abroad; pictures and works of art; electrical equipment; printing; stationery and office supplies; business machines and equipment; official vehicles; clothing; property maintenance; leasing of staff housing and engineering services.

Manual

- Departmental Materiel Management and Maintenance Manuals

Policy, Contracts and Financial Management Division

The Division is responsible for accommodation and materiel policy analysis and evaluation, financial management and management information and contracts policy and administration within the Bureau.

EAC-430
Policy, Contracts and Financial Management

Description: Accommodation and materiel policy review and evaluation; estimates; reports and statistics; organizations and conferences; legislation and regulations; accounting for funds; commitment control; contracts and agreements; property standards; program forecasts; management information and divisional administration.

Property Acquisition and Development Division

The Division is responsible for the acquisition and development, through lease or purchase, of all chancery and official residence accommodation, whether new or in the process of being built and for the acquisition of staff accommodation when purchased by the Crown. In addition, it deals with realty strategy, design and construction and interior design programs.

EAC-440
Property Acquisition and Development

Description: Information on departmental realty strategy. *Topics:* Policy and programs; reports and statistics; agreements; organizations and conferences; legislation and regulations; headquarters; new building; current building; chancery; staff accommodations; project planning; contracts and specifications; land search; realty strategy; architect's lists and selection; options; site visit; land purchase; preliminary design and construction working drawings; construction, leasing and interior design furnishing.

Manual

- Manual of Property Management

Overall Responsibilities

The Department of Finance Canada is the policy agency primarily responsible for advice to the government on the economic and financial affairs of Canada.

The Department deals with the performance of the Canadian economy in all important aspects - the growth and the sharing of output, employment and income, the stability of prices and the long-term development of the country. It is concerned with the harmony of all initiatives of federal departments or agencies which affect the economy. Finance is vitally concerned with trade, monetary affairs and other international forces bearing on Canada's domestic performance. The Department works constantly toward improved co-ordination of economic action between provincial governments and the Government of Canada.

This broad horizon of interest finds expression in the budget speech by the Minister of Finance. This core document of government policy plays a traditional role in reviewing the government's accounts and making proposals on both expenditures and revenues. In recent years, it has also provided an authoritative review of past, present and future economic factors affecting business and the nation's finances.

The Department:

- analyses and appraises the economic situation and prospects in Canada and in other countries of interest to Canada;
- advises on fiscal and other economic policies and measures;
- recommends measures to meet the requirements of the government within appropriate fiscal policies, by action in expenditure, lending, taxation, borrowing and cash management;
- advises on matters concerning the balance of payments, exchange reserves, international monetary and financial arrangements, coinage and related matters;
- participates in international negotiations and other meetings on trade, finance, taxation, economic development and other subjects and makes contributions to international finance institutions;
- advises on federal-provincial fiscal and economic relations policies, carries on discussions with provincial authorities and administers the various statutory payments to provincial governments;
- administers statutes on guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

In addition, the Minister has charge of the management and direction of the Consolidated Revenue Fund and the direction of all financial affairs of Canada not assigned by law to any other Minister.

Organization

The Department comprises five Branches: Fiscal Policy and Economic Analysis; Tax Policy and Legislation; Federal-Provincial Relations and Social Policy; International Trade and Finance; and Economic Programs and Government Finance. Each has Divisions responsible for specific policy subjects.

The Minister of Finance also reports to Parliament on the activities of the Bank of Canada, the Anti-Dumping Tribunal Canada, the Tariff Board, the Department of Insurance Canada, the Inspector General of Banks and the Canada Deposit Insurance Corporation.

Access Procedures

All requests for information under the Access to Information Act should be addressed to:

Access to Information Co-ordinator
Department of Finance Canada
Place Bell Canada, 24th Floor
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 996-5553

Inspector General of Banks

The Inspector General of Banks has the statutory responsibilities for the administration of the Bank Act and responsibilities under the Quebec Savings Banks Act. The Inspector General functions as the supervisory authority for banks and banking in Canada.

Manual

- Manual of Reporting Forms and Instructions - assists chartered banks in the preparation of reports for supervisory purposes

Classes of Records

Fin-10
Inspector General of Banks

Description: Material on the dealings of the Office with other supervisory bodies at the federal, provincial, international and private sector levels. *Topics:* Inquiries; bank closures; Bank for International Settlements - Committee on Banking Regulations and Supervisory Practices; Bank of Canada - returns; Canadian Bankers Association; Canada Deposit Insurance Corporation - trust companies; Credit Unions and Co-operatives; federal-provincial relations; Government of Canada banking business; Royal Commission on Banking and Business.

Fin-20
Acts and Legislation

Description: Material on provincial legislation which affects the Office; also on the Quebec Savings Banks Act, for which the Office has responsibility. *Topics:* Provincial acts and legislation; Quebec Savings Bank's Act.

Fin-30
Bank Act

Description: Information on the two most recent revisions of the Bank Act. *Topics:* Bank Act - administration, revisions of 1967 and 1980.

Fin-40
Chartered Banks

Description: Information on certain administrative sections of the Bank Act, practices of banks in specific activities and sectors, and complaints concerning banks. *Topics:* Amalgamations; appropriation for contingencies and income tax; auditors; by-laws; Canadian and foreign branches; complaints - accounts, cheques, deposits, loans, mortgages; customer services; incorporations; interest and discount rates; international country risks; international exchange and funding; international returns; loans; signing officers; studies - accounting policies; supervision.

Fin-50
Chartered Bank Investments

Description: Material on the investments by banks in other enterprises in Canada and abroad. *Topics:* Canadian corporations - investments by banks; foreign corporations - bank investments.

Fin-60
Chartered Banks - Reports and Returns

Description: Financial or statistical returns filed by individual banks in compliance with reporting requirements. *Topics:* Assets and liabilities - foreign currency, geographical distribution booked in Canada, regional distribution; cash and secondary reserves; classification of loans; deposits in liabilities payable in Canadian currency; revenues and expenses; consolidations; forms and instructions, monthly, quarterly, semi-annually, annually.

Fin-70
Chartered Banks - Securities

Description: Material on the holdings by banks of the securities of other companies and the issue of securities by banks. *Topics:* Debentures and term preferred shares; securities issued by the banks - prospectuses.

Fin-80
Computer Communications

Description: Material on the areas of computer communications which are of interest to the Office. *Topics:* Banks in data processing; payments systems.

Fin-90
Foreign Banks

Description: Information on the activities of foreign banks in Canada and the ability of Canadian banks to establish abroad. *Topics:* Non-bank affiliates - exemption orders; reciprocity and supervisory practices - United States; representative offices.

Fiscal Policy and Economic Analysis Branch

In assisting the government to decide on and implement financial and economic policies and measures that will best accomplish its major economic and other objectives, the Branch analyzes and appraises the ongoing economic and financial situation and short and medium-term prospects in Canada, nationally, by province and by industrial sector, and the economic performance of other countries of interest to Canada; studies the fiscal position of the Government of Canada and recommends measures to meet its requirements within appropriate fiscal policies, through expenditure, lending, taxation, debt management and cash management; recommends debt management policies for agent Crown corporations; studies the fiscal position of provincial governments; and maintains liaison with the Bank of Canada in the areas of monetary policy and the foreign exchange market, as well as with the Office of the Inspector General of Banks and the Department of Insurance Canada concerning the regulation of financial institutions.

Fiscal Policy Division

The Division advises on fiscal policy and analyzes its effects on the economy; analyzes and forecasts the financial requirements of the Government of Canada (this includes responsibility for quantifying the fiscal forecast framework for the government's overall medium-term expenditure plan); and monitors and analyzes the developing fiscal positions of other levels of government. In addition, the Division reviews the form and content of the Public Accounts and other regularly published statements for which the Minister of Finance has responsibility under the Financial Administration Act.

Classes of Records

Fin-100
Fiscal Forecasting and Budgetary Analysis

Description: Information on federal government expenditure planning, the forecasting of the government's fiscal position, the fiscal implications of the federal budget and the government's Main Estimates, drawn up in conjunction with the Treasury Board of Canada. *Topics:* Budgets; expenditures and estimates; fiscal forecasts; Revenues and Taxes.

Fin-110
Intergovernmental Forecasting

Description: Information on the ongoing fiscal situation and prospects of the provinces and their local governments. *Topics:* Federal transfers to provinces; fiscal forecasts; intergovernmental fiscal relations; provincial and local fiscal situation and outlook.

Fin-120
Policy Analysis

Description: Information on economic impact studies of potential fiscal measures and the preparation of policy recommendations. *Topics:* Fiscal policy; policy simulation; cyclically adjusted budget balances; international fiscal comparisons; econometric models; macroeconomic theory and policy.

Fin-130
Anti-Inflation Board

Description: Information on the operations of the Anti-Inflation Board from 1975 to 1979. It includes all files and material previously held by the Board, which was established under the Anti-Inflation Act. *Topics:* Chairman and Executive Office; communications; compensation - individual cases, audit files, projects, advertisements; economic research; prices and profits - individual cases, petroleum - policy introduction, professional incomes and regulated industries, resources and construction, technical information; professionals - individual cases - audit files, inquiries; minutes of board and agendas; records of decision. Special Access Notes: The AIB file classification is stored at Public Archives Records Centre.

Fin-140
National Commission on Inflation

Description: Information on the operations of the National Commission on Inflation set up in 1979. It includes all files and material previously held by the Commission. *Topics:* Complaints; consumer bulletins; inquiries; Food Price Index; monitoring.

Capital Markets Division

This Division is responsible for the management of the public debt and the ways in which the government's cash requirements can be met through borrowings; providing advice on Treasury Bills, marketable bonds and Canada Savings Bonds; advising on capital markets, including the mortgage markets, the chartered banks and other financial institutions. It also examines monetary policy developments and analyzes their implications for fiscal policy and the economic outlook; examines international financial developments and their implications for the Canadian exchange rate and foreign borrowing; and develops financial models of the exchange market, domestic financial markets, interest rates and balance of payments.

Classes of Records

Fin-150
Capital Markets

Description: General information on the federal government's involvement in capital markets. *Topics:* Capital markets; Interest Act; financial markets - equity markets; debt management; small loans.

Fin-160
Bonds and Securities

Description: Information on the development of policies on the issue and cancellation of government bonds and securities and the sale of Government of Canada Bonds and Treasury Bills. *Topics:* Bonds; cancellation of securities; Government of Canada Bonds; Perpetual Bonds 3% - 1936; securities deposit matters; treasury bills; wartime loans and bonds. *Retrievability:* Information on specific Government of Canada Bonds is filed by date of issue.

Fin-170
Canada Savings Bonds

Description: General information on the development of policies on the sale and redemption of Canada Savings Bonds and specific issues of Canada Savings Bonds. *Topics:* Advertising; series; legal matters and claims.

Fin-180
Financing Abroad

Description: Information on the borrowing of money in other countries by the federal, provincial and municipal governments and by Canadian corporations. *Topics:* Government financing in Japan, the United States, Germany, and Switzerland; Provincial, municipal and corporate direct and guaranteed financing bond issues - domestic and foreign.

Fin-190
Financial Institutions

Description: General information on Canadian financial institutions such as banks, investment companies, insurance companies, etc., the development of policies on these institutions and the revision of the Bank Act. *Topics:* Chartered banks; Bank Act; co-operative credit associations; insurance - companies, legislation; investment dealers; mortgage corporations; sales finance and consumer loan companies; trust and loan companies; pension funds.

Fin-200
Bank of Canada

Description: Information on the administration, policies and programs of the Bank of Canada. *Topics:* Currency; director and officer appointments; financial matters; returns to Minister of Finance.

Fin-210
Financial Developments

Description: General information on financial developments in Canada. *Topics:* Financial markets; personal sector; mortgage market; corporate sector; monetary policy.

Fin-220
International Financial Developments

Description: Information on the study of the past and present state of international financial markets with particular emphasis on American financial markets.

Long-Range and Structural Analysis Division

The Division is responsible for preparing macroeconomic projections for the economy over the medium to longer term, roughly five to twenty years. The projections assist the fiscal planning and resource allocation decisions of the government, assist the study of alternative paths of development, outline the policy dilemmas inherent in different medium-term growth paths, and help anticipate changes in institutions and behaviour and their effects on the economy. The Division also undertakes research at the aggregate and sectoral level to assist in the development of economic projections and policy initiatives.

Classes of Records

Fin-230
Long-Range and Structural Analysis

Description: General information on the work of the Division; forecasts and studies for the Department of Finance Canada. *Topics:* Budgets; national unity; provincial programs; equalization; medium-term projections - assumptions; productivity; investment and savings; inflation; wages; population; labour force; unemployment.

Fin-240
Energy

Description: Forecasts and studies on the effects of policies, programs and initiatives in the energy sector of the economy and material gathered during their preparation. *Topics:* Financing; assumptions; investments; strategies; prices - world and domestic; pipelines; supply and demand.

Fin-250
Economic Policies

Description: Forecasts and studies on the effects of Canadian and foreign economic policies, programs and initiatives on Canada's economy and background material. *Topics:* Economic developments; regional economic programs; economic commissions, committees, conferences and meetings; economic indicators, strategies; competition policy; sectors of the Canadian economy; monetary policy; anti-inflation policies.

Fin-260
Fiscal Policy

Description: Forecasts and studies on the effects of the federal government's fiscal policy and material gathered during their preparation. *Topics:* Decontrol; government spending; National Accounts; capital markets; fiscal framework; federal expenditures; revenue allocation.

Fin-270
International Affairs

Description: Forecasts and studies on the effects of Canadian and foreign initiatives in international trade and finance and material gathered during their preparation. *Topics:* Auto-Pact; balance of payments; imports and exports; Multilateral Trade Negotiations; commodity trade; foreign ownership; Organization for Economic Co-operation and Development (OECD); General Agreement on Tariffs and Trade (GATT); International Monetary Fund (IMF); senior economic advisers to the Economic Commission for Europe.

Fin-280
Social Policy

Description: Forecasts and studies on the effects of social policies, programs and initiatives in Canada and material gathered during their preparation. *Topics:* Immigration; Health and Welfare Canada; income distribution; pensions; interprovincial migration.

Economic Analysis Division

The Division keeps the developing economic situation under review. It analyzes economic developments and prepares forecasts of production, employment, national income, consumption, capital spending, changes in the price level, the balance of payments and other major economic indicators. These analyses and forecasts are and essential ingredient of the view of policy for which the Branch is responsible. The Division also evaluates specific proposals and events often related to specific sectors or regions of the economy.

Classes of Records

Fin-290
Economic Analysis

Description: General information on analyses of past, present and future economic conditions in Canada. *Topics:* Associations, outside agencies; committees; budgets; conferences; private sector newsletters; fiscal and monetary policies; federal-provincial considerations; seminars.

Fin-300
Economic Forecasting

Description: Information on the forecasting of the short-term quarterly performance of the Canadian economy. *Topics:* Econometric models; private sector forecasts; National Accounts forecasts; personal expenditures; business investment; housing; foreign trade; labour market; prices; quarterly forecast model simulations and business cycles.

Fin-310
General Economic Conditions

Description: Information on the analyses of past and present economic conditions of the Canadian as well as the US economy to determine the causes for the various changes which have occurred. *Topics:* Consumer Price Index; general economic conditions; inflation; National Accounts; economic assessment and review; household, business, government and foreign sectors; labour market developments, prices and costs; productivity; consumer credit; United States economy.

Fin-320
Regional and Sectoral Analysis

Description: Information on studies and analyses of past, present and future developments in specific sectors of the national economy and in provinces or regions of Canada. *Topics:* Federal-provincial relations; Regional and Sectoral Analysis - provinces, regions, industries and sectors.

Economic Programs and Government Finance Branch

The Branch is responsible for encouraging the development of policies and programs for Canada's natural resources; providing advice on program and policy formulation in the areas of industrial, regional and economic development, transportation, communications, science policy, food, agriculture, fisheries and forestry; carrying on the financial operations of government; formulating policies on government loans, investments and guarantees; and recommending the budgets of Crown corporations for approval of the Governor in Council.

Energy and Resource Policy Division

The Division examines proposals made by other government departments on a variety of energy and resource policies, including nuclear and hydro-electric energy, renewable energy, oil and gas, minerals, northern development and environment, evaluates their economic and fiscal impact and makes recommendations to the Minister of Finance on the potential public benefits of these proposals.

Classes of Records

Fin-330
Electrical Power

Description: Information on the development of policies on hydro-electrical power, electricity trade and specific projects. *Topics:* Lower Churchill Development Corporation projects.

Fin-340
Nuclear Power

Description: General information on electrical power generated by nuclear means: includes the Atomic Energy Control Act and Board, the Atomic Energy Advisory Panel, liability in case of accidents, building of nuclear reactors in Canada, sale of nuclear reactors and heavy water plants to foreign countries, production and sale of heavy water in Canada and construction of plants to produce heavy water in Canada. *Topics:* Atomic Energy Advisory Panel; domestic programs - projects; liability; exports and safeguards; heavy water - projects.

Fin-350
Conservation and Renewable Energy

Description: Information on policy initiatives and programs in the field of renewable energy and conservation.

Fin-360
Environment

Description: General information on the environment, including conferences, committees, material originating with Environment Canada, and all forms of air, industrial and water pollution; designation of sites as historically important, including documents on specific sites and on Heritage Canada; designation and administration of national parks; water as a Canadian resource; international negotiations and agreements between Canada and the United States on water resources; flood prevention measures; ocean resource management; and specific projects, committees and studies dealing with water management in all regions of Canada. *Topics:* Environment Canada; pollution - air, industrial, water, international, national, regional, municipal; land use; historic sites; national parks; international water management; International Joint Commission; national - Canada Water Act, research; regional: Atlantic, central, northern, pacific, prairie.

Fin-370
Minerals

Description: General information on mining and the production and marketing of minerals, including reviews, associations, missions to other countries, federal and provincial legislation, specific minerals, the sale of gold to the Royal Canadian Mint and agreements on the sale of uranium to foreign countries. *Topics:* Legislation; commodities; coal subsidies; gold - Emergency Gold Mining Assistance Act, financial matters, marketing; uranium production and sales.

Fin-380
Northern Development

Description: General information on all aspects of development in the Northwest and Yukon Territories and the extreme northern parts of provinces, including committees, native land claims, programs to Indians and Inuit and the establishment and maintenance of transportation systems. *Topics:* Advisory council, communications, Inuit and Indians, housing, land, scientific research; transportation: air, land, roads, railways, resource development, energy for Northerners.

Fin-390
Oil and Gas

Description: Information on oil and gas policy, including initatives and legislation, federal-provincial negotiations, particular energy projects (e.g. tar sands plants, pipelines) and proceedings of intergovernmental and interdepartmental committees. *Topics:* National Energy Program; legislation - Energy Security Act, Oil and Gas Act, Petroleum Administration Act; National Energy Board Oil Export Charge approvals; financial performance of petroleum industry; Energy Program expenditures - energy envelope; Petroleum Incentives Program; Canada Oil Substitution Program; oil import compensation; federal-provincial energy relations, including Energy Agreements; oil and gas pricing; domestic oil and gas supply and demand; petrochemical industry; emergency planning; Petro-Canada; oil pipeline; gas pipeline; petroleum industry taxation; Canada-U.S. energy relations; offshore petroleum development; natural gas export policy; major investment projects in oil and gas.

Government Finance Division

The Division provides advice on policy formulation concerning loans, investments and guarantees by the government; recommends terms and conditions on government loans to Crown corporations and other borrowers and calculates interest rates designed to recover the government's cost of borrowing; carries out viability analyses of commercial projects recommended for loan guarantees and sets the terms and conditions under which the guarantee is to be extended; reviews and advises on capital budgets of Crown corporations and provides assistance to wholly-owned corporations proposing to raise funds for capital projects in the private markets; participates in legislative proposals for creating new Crown corporations and advises on required financial provisions; participates in the development of government policy on the direction, control and accountability of Crown corporations; and is involved in the review of the financial structures of the Crown corporations and special financial problems of wholly-owned corporations.

Classes of Records

Fin-400
Government Finance

Description: General information on the financial operations of the federal government, the management of the government's finances and the administration of certain funds for which the federal government is responsible. *Topics:* Public Accounts; receipt and deposit of public monies; signing authorities; Royal Commission on Banking and Finance; Special Purpose Money - Queen's Fellowship Fund, Inmate Trust Fund; trusts, estates and legacies; Supplementary Retirement Benefits Fund.

Fin-410
Canada Pension Plan Investment Fund

Description: Information on the administration of the fund set up to invest the money in the Canada Pension Plan, including monthly status reports and correspondence with provinces.

Fin-420
Crown Corporations and Agencies

Description: Information on the general administration, organization, programs, projects and financial management (budgets, estimates, financing, etc.) of Crown corporations and agencies. *Topics:* Estimates; budgets; meetings; programs; administration.

Fin-430
Guaranteed Loans

Description: Information on programs under which the government guarantees the repayment of loans made to certain individuals, groups and companies. *Topics:* Canada Student Loans Plan; Farm Improvement Loans; Fisheries Improvement Loans; Indian Economic Development Fund; Small Business Loan Program; Veterans' Business and Professional Loans; Regional Development Incentive Act Program. Special Access Note: Files on specific individuals, groups or companies should be requested by name.

Economic Development Division

The Division provides advice on program and policy formulation of other departments in the areas of industrial development, regional development, transportation, communications, science policy, economic development, food, agriculture, fisheries and forestry.

The Division is also involved in interdepartmental policy reviews, consulations with the private sector, industry sector analysis and project and program evaluation, as well as the administration of existing programs through representation on interdepartmental or federal-provincial boards and committees.

Classes of Records

Fin-440
Economic Development

Description: General information on the development of sectors of the economy, including material on meetings of the Board of Economic Development Ministers. *Topics:* Board of Economic Development Ministers; Economic Councils - Economic Council of Canada; Tax Measures Review - reports, interim, final; computer communications - working groups; search and rescue; Cabinet Committee on Economic and Regional Development (CCERD).

Fin-450
Industrial Development

Description: General information on government programs set up to help in the development of the industrial sector of the economy and the impact and benefits of purchases of goods and services by the federal government. *Topics:* Committees, conferences and meetings; metric conversion; small businesses; technological innovation; government procurement - Long-Range Patrol Aircraft, sectors.

Fin-460
Industrial Development - Incentives Programs

Description: Information on specific incentives programs set up by the federal government to give financial or other assistance to private industries in order to encourage and facilitate their development. *Topics:* Development of pollution abatement technology; Enterprise Development Program - Adjustment Assistance, Board, Innovation Assistance; General Adjustment Assistance Program - board, projects; Program for the Advancement of Industrial Technology.

Fin-470
Industrial Development by Sector

Description: Information on the development of certain sectors of industry and the federal government's efforts in encouraging this development. *Topics:* Aerospace - Canadair, Challenger Aircraft, De Havilland Aircraft of Canada Limited, DHC-7, short take-off and landing (STOL) aircraft; automotive; chemicals; electrical and electronics; foodstuffs; forest products - pulp and paper; petrochemicals; shipbuilding - committees and task forces; textiles; tourism.

Fin-480
Regional Development

Description: Information on the development of various sectors of the economies of Canada's regions, such as tourism, resources, industrial, etc., and specific programs such as the Agriculture and Rural Development Act and the Fund for Rural Economic Development. *Topics:* Incentives programs, Regional Development Incentives Act, Regional Development Incentives Board; General Development Agreements, Subsidiary Agreements. *Retrievability:* Information on sectors of the economies of specific regions or provinces is divided by sector, region and province.

Fin-490
Regulatory Policies

Description: Information on the development of regulatory policies. *Topics:* Competition; bankruptcies; copyrights; patents; trademarks.

Fin-500
Science

Description: Information on the development of policies on scientific activities in Canada and the federal government's programs for encouraging these activities. *Topics:* Committees; projects; Science Council of Canada.

Fin-510
Telecommunications

Description: Information on the development of policies on telecommunications, including radio and television, cablevision, licences, satellites and telephones. *Topics:* Radio and television; satellites; telephones.

Fin-520
Transportation

Description: Information on the development of policies on air, surface and marine transportation systems in Canada. *Topics:* Bridges; Canadian Transport Commission; civil aviation - airports, individual, Mirabel, committees; ferries; harbours and ports - commissions, construction, small craft harbours; highways and roads - Interdepartmental Highway Committee, safety, Trans-Canada Highway; Northumberland Strait Crossing; railways - companies, freight, passenger services; shipping - legislation, maritime code, Canadian Merchant Marine; urban transportation - assistance program.

Fin-530
Food Policy

Description: General information on the development of policy on the production, distribution and marketing of food in Canada.

Fin-540
Agriculture

Description: General information on the development of agricultural policies in Canada and the allocation of federal financial resources through certain programs. *Topics:* Conferences and information; race track betting; financial aspects; legislation; non-government organizations; resource allocation - Small Farms Development Program, Farm Credit Corporation, projects and programs.

Fin-550
Agriculture - Marketing

Description: Information on the development of policies on the programs and initiatives of the federal and provincial governments and of the private sector in the marketing of agricultural products. *Topics:* Agricultural Products Co-operative Marketing; boards - national, Livestock Feed Board of Canada, Canada Wheat Board; boards - provincial; commodities - Canada's food systems, fruits, grains, vegetables.

Fin-560
Agriculture Stabilization and Support

Description: Information on the development of policies on the federal and provincial government's efforts to stabilize the revenues of farmers and the production, cost of production and price of agricultural products. *Topics:* Agricultural Prices Support Board; Canadian Dairy Commission; commodities - dairy products, grain, livestock; Stabilization and Support Crop Insurance - provincial programs.

Fin-570
Fisheries

Description: Information on the development of policies on the fishing industry in Canada, including the development of the industry, the marketing in Canada and abroad of fish products, the stabilization of fishermen's revenues, production, cost of production and price of fish products and Canadian and international acts and legislation. *Topics:* Development and production - Newfoundland; legislation; marketing and trade; stabilization and support - saltfish industry, groundfish, vessels and equipment; Kirby Task Force; Pearse Commission.

Fin-580
Forestry

Description: Information on the development of policies on the management, research and development, and all other aspects of the forest industry in Canada. *Topics:* Insect control; national airtanker fleet.

Corporate Finance Division

The Division evaluates various forms of government assistance from both the public and private sector perspectives. It analyzes the explicit and implicit fiscal commitments associated with programs advanced by other government departments to assist the private sector; participates in interdepartmental consulations to ensure the economic implications of welfare programs are recognized when they are designed; establishes a capability for the early identification of corporations in difficulty; participates, on behalf of the Department of Finance Canada, in the analysis of a selected number of individual corporate cases; maintains close liaison with the financial and business communities; hosts interdepartmental seminars on various financial topics; and develops corporate finance methodologies for application in case studies.

Classes of Records

Fin-590
Investment Advisors

Description: Information on liaison with the financial and business communities for corporate analysis purposes. *Topics:* Corporate rescue analysis; approaches to investment research; corporate early warning system; abnormal capital structures.

Fin-600
Companies

Description: Case studies of private and public sector projects. *Topics:*

Analyses of Assistance; monitoring systems; individual corporate appraisals; operating control guidelines.

Fin-610
Methodology

Description: Information on various approaches to analyze commercial and economic effects of government assistance to private sector. *Topics:* Contingent claims; Capital Asset Pricing Model; abnormal capital structures; domestic and international taxation; tax expenditures.

International Trade and Finance Branch

The Branch has primary responsibility within the Department for international trade, investment and economic co-operation; the Canadian Customs Tariff and other legislation governing imports; the international monetary system and Canada's balance of international payments, reserves and exchange rate; and international development assistance and export financing.

The Branch represents the Department in international finance and trade negotiations, in international organizations and in regional and sub-regional financial institutions.

International Economic Relations Division

The Division participates in the development of Canada's policies on international trade (including commodities), investment and economic co-operation. It provides advice on the effect of changes in the world trading environment on the Canadian economy and evaluates the trade implications of domestic economic policies and their impact on economic relations with other countries. It participates in the negotiation of bilateral and multilateral trade and economic arrangements with other countries and in trade and commercial policy work in international organizations. The Division is also responsible for legislation affecting countervailing and anti-dumping duties and safeguard measures, and it receives, reviews and makes recommendations on representations for changes in legislation governing imports.

Classes of Records

Fin-620
International Economic Relations

Description: General information on the conduct of international trade. *Topics:* Interdepartmental Committee on External Relations; international conferences, conventions and meetings; international fairs and exhibitions; bilateral trade and economic committees, conferences and meetings; industrial co-operation with Canada; economic sanctions; visits and tours; Ad Hoc Interdepartmental Committee on United States Economic Measures.

Fin-630
Foreign Ownership and Control in the Canadian Economy

Description: Information on the extent of foreign ownership and control in sectors of the Canadian economy and the development of policies in this area. *Topics:* Foreign ownership and control - industries; international policies.

Fin-640
International Organizations

Description: Information on the administration, operations and policies of international organizations dealing with international economic relations. *Topics:* United Nations Commission on International Trade Law; European Communities; Eurotom; European Free Trade Area; European Coal and Steel Community; European Economic Community; common markets; free trade areas; Community of Three; North Atlantic Free Trade Area; Organization for Economic Co-operation and Development (OECD) - administrative matters, financial matters, Financial Support Fund, general policy matters, committees and agencies; North Atlantic Treaty Organization (NATO) - agreements, conferences and meetings, committees, defence expenditures, international competitive bidding, Group of Fourteen, financing, civil and military budgets, International Board of Auditors.

Fin-650
Agreements

Description: Information on the negotiations and the development of policies on international agreements between Canada and other countries and between other countries. *Topics:* Automotive Agreement; cultural, defence, space research, air, shipping and miscellaneous agreements with other countries; miscellaneous agreements between other countries.

Fin-660
General Agreement on Tariffs and Trade (GATT)

Description: Information on the development of policies, negotiations, decisions, reports, meetings, etc., on the General Agreement on Tariffs and Trade (GATT). *Topics:* Articles of Agreement; GATT and United Nations Conference on Trade and Development (UNCTAD) Centre; administration; committees and conferences; Kennedy Round; 1973 Round.

Fin-670
International Trade

Description: General information on the conduct of trade between Canada and other countries. *Topics:* Trade of other countries. *Topics:* Trade of other countries; trade reports on other countries; trade with other countries; trade with individual countries.

Fin-680
Canada-United States - Oil and Gas

Description: Information on the development of policies on the importation and exportation of oil and gas between Canada and the United States. *Topics:* Petroleum leasing; mandatory oil import; West Coast Environmental Protection Agreement; strategic oil storage; Pipeline Treaty.

Fin-690
Special Import Measures

Description: Information on the importation of goods at less than their market value, or which may cause serious injury to domestic procedures. *Topics:* International anti-dumping; international countervailing duties; Special Import Measures Act; emergency surtaxes; Canadian Anti-Dumping - Tribunal, commodities; Canadian countervailing duties; low-cost imports; quota consultations; commodities - textiles, by country.

Fin-700
Other Import Measures

Description: Other information on the importation of goods into Canada, including information on the preferential treatment accorded to some countries, specific commodities, customs tariffs and duties and the government agencies which administer these tariffs and duties. *Topics:* International Commodity Group; Canadian Customs; Canadian Customs Tariff; Tariff Board; Generalized System of Preferences - country files.

International Finance Division

The Division is responsible for international monetary and financial issues, Canada's relations with the International Monetary Fund, OECD matters, Canada's balance of payments, international reserves, the exchange rate and related matters.

Classes of Records

Fin-710
Balance of Payments

Description: Information on Canada's balance of payments. *Topics:* Reports; policies; capital flows, forecasts; United States.

Fin-720
Official International Reserves and Exchange Rate

Description: Information on official reserves, the external value of the Canadian dollar and associated policies. *Topics:* The Currency and Exchange Act; Official International Reserves; Exchange Fund Account; gold; Canadian dollar - reports; international financial and exchange markets.

Fin-730
International Monetary Fund

Description: Information on the administration, operation and policies of the International Monetary Fund and Canada's participation in it. *Topics:* Bretton Woods Institutions - annual meetings; policy; administration; directors; financial operations; facilities; gold, quotas; special drawing rights; interim committee; Group of Ten; international liquidity; publications and reports; relations with Canada and other countries.

Fin-740
International Energy Matters

Description: Information on the development of policies on international relations, projects and organizations dealing with energy. *Topics:* International Energy Conferences; International Energy Agency (IEA); Organization of Petroleum Exporting Countries (OPEC).

Fin-750
International Economic and Financial Relations

Description: General information on international economic and financial relations, including conferences and meetings. *Topics:* Financial relations with other countries; Canadian investments in other countries; foreign investment in Canada; economic summits; Bank for International Settlements; units of accounts.

Fin-760
Economic, Political and Statistical Reports

Description: Information on international economic and other activity and miscellaneous financial information. *Topics:* Japan; United Kingdom; United States; political reports; statistical information; other countries.

Fin-770
Computer Records

Description: Econometric models and data on Canada's international economic relations. *Topics:* Econometric models; international competitiveness; exchange rates, including indices of effective exchange rates; international reserves; balance of payments data; financial data, including interest rates.

International Programs Division

The Division has primary responsibility for monitoring Canada's economic relations with developing countries and for participating in policy discussions in this area. Accordingly, the Division concerns itself with broad development assistance issues and policies, Canada's financial and policy interests in international financial institutions such as the World Bank and regional development banks; and Canadian involvement in the United Nations and related organizations. It is also responsible for advice and policy recommendations on financial matters related to developing countries, including balance of payments support measures, external indebtedness and debt rescheduling and commodity financing.

In addition, the Division co-ordinates the formulation of departmental policy proposals on export financing, with particular reference to the activities of the Export Development Corporation (EDC), Canadian Commercial Corporation (CCC), credit grain sales and other programs of financial support to Canadian exporters.

Classes of Records

Fin-780
International Programs

Description: General information on programs and events in other countries. *Topics:* Allocation strategy - atomic energy programs, military and defence; Conference on International Economic Cooperation.

Fin-790
Canadian Development Assistance

Description: General information on the financial programs and other developmental assistance given to foreign countries by Canada and the federal government agencies that administer these programs. *Topics:* Bilateral and Multilateral allocations; Canadian International Development Agency (CIDA); Canadian International Development Board; committees; conferences and meetings; energy crisis and aid; financing; private sector; reviews.

Fin-800
Canadian Development Assistance Programs

Description: Information on the Canadian government's programs of developmental assistance to specific foreign countries. *Topics:* Africa - Commonwealth, francophone; Caribbean; export market development; Latin America; Middle East; South and Southeast Asia - Association of Southeast Asian Nations, India; South and Southeast Asia - Pakistan, projects.

Fin-810
British Commonwealth Relations

Description: Information on the administration, programs and policies of the British Commonwealth and its organizations and the Canadian government's position on these policies and programs. *Topics:* Commonwealth; Committees; developmental assistance; Commonwealth Fund for Technical Co-operation; meetings and conferences of officials; meetings - heads of government, ministers, finance, food production and rural development, trade and economic; Commonwealth organizations; Commonwealth Secretariat - administration, committees, education, education liaison, finance; Commonwealth Telecommunications Council - world development.

Fin-820
Export Development

Description: Information on the administration, policies and programs of the Export Development Corporation, set up by the federal government to facilitate and develop trade between Canada and other countries. *Topics:* Export Development Corporation; board of directors; committee of directors; countries; financing - long-term export, projects; insurance and investment; Nuclear Power Projects Committee; postwar loans and guarantees - countries, China; practices of other export credit institutions.

Fin-830
International Financial Institutions

Description: General information on the administration, policies and programs of international financial institutions and the Canadian government's position on their policies and programs. *Topics:* International Centre for Settlement of Investment Disputes (ICSID); multilateral projects.

Fin-840
International Financial Institutions - Individual Institutions

Description: Information on the administration, policies and programs of individual institutions and the Canadian government's position on these policies and programs. *Topics:* African Development Bank (AFDB); African Development Fund (AFDF); Asian Development Bank (ASDB); Asian Development Fund (ASDF); Caribbean Development Bank (CDB); Inter-American Development Bank (IDB); International Bank for Reconstruction and Development (IBRD); International Development Association (IDA); International Finance Corporation (IFC).

Fin-850
International Organizations

Description: Information on the policies, programs and reports on the activities of international organizations and the Canadian government's position on their policies, programs and reports. *Topics:* Intelligence reports - Africa, Caribbean and Latin America, Eastern Europe and Union of Soviet Socialist Republics, Middle East, non-Communist Europe, Southern Asia, Southeast Asia; International satellite communications; organization of American States (OAS) - conferences and meetings.

Fin-860
Military Assistance

Description: Information on the development of policies on the provision of military assistance, including training and material, to foreign countries and the administration of programs to provide this assistance. *Topics:* Overseas sales of defence equipment; programs.

Fin-870
Multilateral Co-ordination of Aid and Financing

Description: Information on international programs and projects to furnish financial and other help to countries to develop their industries, resources, etc. *Topics:* Development assistance programs - Colombo Plan, intergovernmental groups, Mekong Committee, United States of America; Organization for Economic Co-operation and Development (OECD) - Development Assistance Committee (DAC), Development Centre, meetings, private flow, programs, working parties and groups, Export Credits and Credit Guarantees (ECCGs), documents.

Fin-880
United Nations

Description: Information on the administration, policies and programs of the United Nations and the Canadian government's position on these policies and programs. *Topics:* Economic Commissions - Europe, committees; United Nations General Assembly committees - ad hoc, economic and social, Fifth Administrative and Budgetary - sessions; United Nations High Commissioner for Refugees (UNHCR); International Economic Order; Law of the Sea and Ocean Dumping Convention; peacekeeping operations; programs; United Nations Secretariat; Security Council; specialized agencies; financial operations.

Fin-890
United Nations Agencies

Description: Information on the administration, policies and programs of the agencies of the United Nations and the Canadian government's position on these policies and programs. *Topics:* United Nations Conference on Trade and Development (UNCTAD) - administration, committees and conferences, financial operations; UNCTAD Trade and Development Board - Permanent Committee, sessions, transfer of technology; United Nations Development Programs (UNDP - administration, financial operations, Governing Council; Economic and Social Council (ECOSOC) - commissions; ECOSOC committees - Standing, Science and Technology; ECOSOC subsidiary bodies - Transnational Corporation; United Nations Educational, Scientific and Cultural Organization (UNESCO); United Nations Environmental Program (UNEP) - Governing Council; Food and Agricultural Organization (FAO): administration, committees, conferences and meetings, Council, financial operations, publications; United Nations Fund; United Nations Fund for Africans; United Nations Fund for Drug Abuse Control (UNFDAC); United Nations Fund for Population Activities (UNFPA); United Nations Industrial Development Organization (UNIDO) - administration, conferences and meetings, Industrial Development Board; Intergovernmental Maritime Consultative Organization (IMCO): administration, committees; International Atomic Energy Agency (IAEA) - administration, conferences and meetings, financial operations, nuclear power; United Nations International Children's Emergency Fund (UNICEF); International Civil Aviation Organization (ICAO); International Fund for Agricultural Development (IFAD); International Labour Organization (ILO) - administration, conferences, financial operations, governing body, programs; International Telecommunications Union (ITU); Pan-American Health Organization (PAHO); United Nations Relief and Works Administration (UNRWA); Universal Postal Union (UPU); World Food Program (WFP) - committees; World Health Organization (WHO) - administration, financial operations; World Health Assembly; World Meteorological Organization (WMO); World Meteorological Organization (WMO) - administration; World Tourism Organization (WTO) - transformation.

Tariffs Division

The Division investigates, conducts economic assessments and reports on proposals for amendments to the Customs Tariff and related matters such as customs valuation and surtax. It prepares references to the Tariff Board and reviews and makes recommendations on reports made by the Board. It participates in international trade negotiations. It reviews and makes recommendations on proposals affecting Canada's commitments under GATT, and related agreements to the extent they relate to the Tariff, its bilateral trading arrangements, the Generalized System of Preferences for developing countries and various customs conventions and agreements.

Classes of Records

Fin-900
Tariffs

Description: General information on the development of policies on customs tariffs and trade, including acts, legislation and agreements. *Topics:* Bilateral trade agreements; surtaxes, drawbacks; preferences for developing countries.

Fin-910
Budgets

Description: Information on the preparation of the tariff content of federal budgets, including reports on requested rate changes and the drafting of legislation.

Fin-920
Canadian Tariffs and Trade Committee

Description: Information on briefs presented to the Canadian Tariffs and Trade Committee by all interested Canadian groups and agenda and minutes of committee meetings.

Fin-930
General Agreement on Tariffs and Trade (GATT)

Description: Information on the preparation of detailed positions on tariff matters, customs valuation and to the conduct of negotiations on multilateral and bilateral trade issues under the General Agreement on Tariffs and Trade (GATT). *Topics:* Multilateral and Bilateral Trade Negotiations; renegotiations under Article XXVIII; consolidations of, rectifications and modifications to Schedule V.

Fin-940
Tariff Board

Description: Information on the review of recommendations made by the Board in its reports to Tariff Board proceedings and to briefs submitted by the private sector.

Fin-950
Tariff Items

Description: Information such as representations from industry for specific changes in rates of duty for individual tariff items or classes of items.

Federal-Provincial Relations and Social Policy Branch

The Branch is responsible for the policy on, and the administration of, several major federal-provincial programs under which transfer payments are made to provinces, for policy advice on social programs in the manpower, employment and cultural areas and more generally, for identifying and advising the Department on policies, programs and emerging problems in federal-provincial fiscal and economic relations.

Federal-Provincial Relations Division

The Division is responsible for the development of policy and legislation, and the administration of legislation, as well as negotiations with provinces on fiscal arrangements which include such programs as equalization, established programs financing and the tax collection agreements. Policy advice is also provided on joint occupancy of tax fields, revenue-sharing with other levels of government, conditional and unconditional transfers to provincial and municipal governments, fiscal harmonization and intergovernmental taxation.

Classes of Records

Fin-960
Federal-Provincial Relations

Description: General information on federal-provincial relations and topics not covered in specific classes of records. *Topics:* Royal Canadian Mounted Police; provincial revenue stabilization; official languages; Constitution of Canada - committees; intergovernmental liaison for fiscal and economic matters; national unity; implementation of the Multicultural Policy; Subcommittee on Joint Programs.

Fin-970
Fiscal Arrangements

Description: Information on the negotiations leading up to fiscal arrangements for programs such as revenue guarantee, tax rental agreements, equalization, Established Program Financing and tax collection agreements between the federal and provincial governments; the fiscal arrangements and the tax collection agreements themselves; and the subsequent administrative duties. *Topics:* The 1947 Tax Rental Agreements; 1952 Tax Rental Agreements; 1957 Tax Sharing Agreements; 1962 Equalization and Tax Collection Agreements; revenue guarantees; 1967 Equalization and Tax Collection Agreements; 1972 Equalization and Tax Collection Agreements; 1977 Equalization and Tax Collection Agreements; 1982 Equalization and Tax Collection Agreements.

Fin-980
Equalization

Description: Information on the development and implementation of formulae for the equalization of provincial revenues. *Topics:* Formulae (1967-72); Formulae (1972-77); Formulae (1977-82); Atlantic Provinces Adjustment Grants.

Fin-990
Established Programs

Description: Information on certain aspects of Established Programs such as Quebec Youth Allowances, Contracting-out and others. Information on the main components of this program, namely Medical, Hospital Insurance and Post-Secondary Education, is to be found under other classes. *Topics:* Quebec; financing.

Fin-1000
Education

Description: Information on federal-provincial shared-cost programs for post-secondary education. *Topics:* Post-secondary - associations, financial assistance and grants, fiscal transfers, studies; student aid.

Fin-1010
Conditional Grants and Shared-Cost Programs

Description: Information on conditional grants and programs where the cost is shared by the federal and provincial governments, such as those provided under health financing agreements.

Fin-1020
Unconditional Grants and Transfers

Description: Information on grants and transfers of funds without conditions from the federal to the provincial governments. *Topics:* Confederation Debt Payments; Public Utilities Income Tax Transfer Act (PUITTA).

Fin-1030
Conferences, Committees and Meetings

Description: Information, such as agendas, briefing material, background papers, summary notes of discussions, statements, etc., on conferences, committees and meetings pertaining to federal-provincial relations. *Topics:* Continuing Committee on Fiscal and Economic Matters; Continuing Committee Subcommittees - Economic and Financial Data, Income Tax Allocation Formula, Intergovernmental Taxation, Equalization, Fiscal Arrangements; First Ministers; Health; interprovincial; ministers of finance and provincial treasurers; welfare.

Fin-1040
Expenditure Reductions - 1978

Description: Information on the federal government's 1978 program to modify its contribution to certain shared-cost programs.

Fin-1050
Federal-Municipal Relations

Description: Information on relations between the federal government and municipal authorities. *Topics:* Grants in lieu of real estate taxes; National Capital Region; Municipal Development and Loan Board; Municipal Improvement Assistance.

Fin-1060
Halifax Relief Commission

Description: Information on the commission set up to administer the funds set aside for the victims of the 1917 explosion in Halifax.

Fin-1070
Northwest and Yukon Territories Financial Matters

Description: Information on financial negotiations and agreements between the federal government and the territorial authorities on financial and taxation matters.

Fin-1080
Offshore Mineral Rights

Description: Information on the question of ownership of minerals under the ocean, including Canada Oil and Gas Permits, continental shelf boundary and the sharing of revenues.

Fin-1090
Miscellaneous Provincial Matters

Description: General information on programs and activities, not involving the federal government, within each province such as provincial budgets and estimates and legislation.

Fin-1100
Regional Allocation

Description: Information on the allocation of funds for certain projects in various regions of Canada, including proposals for federal-municipal equalization and contributions under such programs as the Community Services Contributions Program. *Topics:* Public finance.

Fin-1110
Succession Duties and Gift Tax

Description: Information on the estate and gift taxes collected by the federal government on behalf of the provincial governments and the federal-provincial agreements on this subject prior to 1972.

Fin-1120
Taxation

Description: Information on federal-provincial taxation issues, including mechanisms by which the federal government pays its portion of provincial taxes. *Topics:* Corporation Income Tax; oil and gas; sales tax.

Fin-1130
Intergovernmental Taxation

Description: Information on the taxation of one government by another and the payments of grants in lieu of taxes. *Topics:* Reciprocal taxation by the provinces; conferences, committees and meetings; motor vehicle taxes.

Social Policy Division

The Division is responsible for advice on policy and program development in the fields of income security, employment and socio-economic development, including income maintenance, pension policy, health, education and training, housing, native peoples and culture. The Division is the main point of contact within the Department with other federal departments and agencies responsible for these policies, and provides general advice on the social, economic and fiscal implications of such policies. In addition, the Division monitors federal expenditure on social programs and undertakes policy research.

Classes of Records

Fin-1140
Manpower Policy

Description: General information on the development of policy in the area of manpower programs.

Fin-1150
Employment and Unemployment

Description: Information on the development of policy on employment and unemployment and programs pertaining to these two areas. *Topics:* Federal-Provincial Employment Loans Program; Local Initiatives Program (LIP); Special Development Loan Fund; winter programs; Winter Capital Projects Fund; Employment Tax Credit.

Fin-1160
Labour

Description: Information on the development of policy on labour standards, the labour force and labour-management relations. Topic: Transportation strikes.

Fin-1170
Occupational Training

Description: Information on the programs set up for the training of workers. *Topics:* Adult occupational training; technical and vocational training.

Fin-1180
Wage Standards

Description: Information on wages in the private and public sectors on topics such as fair wages, minimum wages and wages of members of Parliament.

Fin-1190
Social Development Programs and Policies

Description: General information on the development of social policies, committees and meetings on the subject, envelope expenditures and programs not covered under specific classes.

Fin-1200
Tax Transfer Integration Tax Force

Description: Information on a task force set up in 1976 to examine the feasibility of integrating existing federal government transfer payments to individuals into the tax system. The task force submitted its report in 1978.

Fin-1210
Health

Description: Information on the development of policies on health programs. *Topics:* Drugs; sports.

Fin-1220
Immigration

Description: Information on the development of policies on immigration and refugees.

Fin-1230
Native Peoples

Description: Information on the development of financial policies dealing with native peoples.

Fin-1240
Liaison with Other Federal Departments

Description: Information on the development of policies and legislation that are the responsibility of other federal departments. *Topics:* Department of Justice Canada - legislation; Secretary of State; Solicitor General Canada.

Fin-1250
Urban Affairs

Description: Information on the development of policies on urban affairs, including housing, federal land management, and the federal urban domain.

Fin-1260
Welfare

Description: Information on the development of policies and the administration of programs pertaining to welfare, social security and veterans' affairs.

Fin-1270
Women

Description: General information on the development of policies on women and specific information on women's groups and the Royal Commission on the Status of Women.

Fin-1280
Pensions

Description: Information on the development of pension policies. *Topics:* Members of Parliament pensions; pension reform; public service pension plans; Canada Pension Plan financing - survivors, disability, retirement; Pension Benefit Standards Act.

Fin-1290
Northern Development

Description: Information on the development of social policies in the North.

Fin-1300
Culture

Description: Information on the development of cultural policies.

Fin-1310
Income Security

Description: Information on the retirement and family benefits systems. *Topics:* Retirement Benefit System - Old Age Security, the Guaranteed Income Supplement and Spouses Allowance; Child Benefit System - Family Allowance, Child Tax Credit and Child Tax Exemption.

Fin-1320
Unemployment Insurance

Description: Information on the development of unemployment insurance policies.

Fin-1330
Expenditure Management

Description: Information on federal expenditures on social programs.

Tax Policy and Legislation Branch

The Branch undertakes analysis of, makes recommendations on tax policy, and is responsible for maintaining a tax system that raises revenues and targets incentives to meet the government's goals.

The Branch is divided into the Tax Analysis and Commodity Tax and the Tax Policy-Legislation Divisions. They are both responsible for assessing tax policy implications, but from different perspectives. Many of the files contain material from both divisions and are therefore listed collectively below.

The Branch is not responsible for the actual collection of taxes or the interpretation of tax law.

Tax Policy-Legislation Division

This Division provides advice and recommendations for changes in federal tax legislation other than sales and excise tax law, with particular emphasis on the commercial and legal implications of proposed changes, and analyzes proposals for tax changes submitted by all sources.

This Division is also responsible for preparing tax legislation other than sales and excise tax law, and aiding the Minister in guiding its passage through Parliament.

Tax Analysis and Commodity Tax Division

The responsibilities of the Division include economic and quantitative analyses of federal tax policies in the areas of personal income tax, corporate income tax, international tax, sales and excise taxes and policies of all other levels of government that have an impact on the tax system.

The Division is also responsible for preparing sales and excise tax legislation and aiding the Minister in its passage through Parliament.

Classes of Records

Fin-1340
Tax Policy

Description: General information on the tax policy and legislation, including reports from Revenue Canada Taxation, statistics, Royal Commission reports and studies on the subject of taxation; also information on indexing rates of taxation. *Topics:* Royal Commission on Taxation - briefs and submissions, reports and studies; White Paper on Tax Reform - studies; tax expenditures; personal income tax indexing; inflation indexing; Tax-Based Incomes Policy.

Fin-1350
Budgets

Description: Information on the preparation and tabling of the federal government's budget. *Topics:* Bills; Black Books; Minister's briefing notes, complaints and inquiries. *Retrievability:* Specific years should be requested by date and calendar year.

Fin-1360
Income Tax

Description: General information on the Federal Income Tax Act, including material dealing with the development of policies, briefs and submissions from companies, groups and associations, and proposals from the public. *Topics:* Assessments, payments and returns; briefs and submissions; capital gains and losses; charities - Review of 1976; deferred and other income arrangements; Excess Profits Tax; office or employment; partnerships; pensions and retirement plans; political contributions; resources - forestry, oil and gas; trusts - estates and gifts.

Fin-1370
Income Tax on Business and Property

Description: Information on the federal income tax on business and property, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; land and real estate; special cases.

Fin-1380
Capital Cost Allowances

Description: Information on the capital cost allowances in the federal income tax system, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Equipment - transportation and construction; resources; Review of 1976.

Fin-1390
Taxes on Corporations and Shareholders

Description: Information on the federal income tax on corporations and shareholders, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; investment income; reorganizations; securities; special rules.

Fin-1400
Non-Resident Taxes

Description: Information on the federal income tax on persons, businesses and corporations that are not residents of Canada, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Business and corporations; personal; withholding tax.

Fin-1410
Personal Income Tax

Description: Information on federal personal income taxes, including material dealing with the development of policies and proposals from companies, groups, associations and individuals. *Topics:* Deductions; education; exemptions; income maintenance; special groups.

Fin-1420
International Taxation

Description: Information on all aspects of international taxation such as tax agreements with other countries and international organizations, taxation matters within other countries, privileges and immunities. *Topics:* Canadian tax agreements with other countries; Canadian tax agreements with the United Kingdom, the United States; international organizations; privileges and immunities within other countries and within the United States; Canada-U.S. comparisons.

Fin-1430
Remissions of Taxes

Description: Information on the remission of estate taxes, corporation income taxes, personal income taxes and all other forms of federal taxes, except sales and excise taxes.

Fin-1440
Commodity Taxes

Description: Information on advice and recommendations for changes, the development of detailed policy proposals and the drafting of amendments to legislation in the area of federal excise and sales taxes as they apply to goods manufactures or produced in Canada or imported into Canada, including proposals from the public or other government departments or agencies. *Topics:* Budgets; Commodity Tax Review Group Submissions; compliance and collection; Excise Act and Excise Tax Act; federal-provincial considerations; international considerations; liability for tax; licensing and registration; studies; valuation of goods.

Fin-1450
Federal Sales Tax

Description: Information on the federal sales tax charged on goods and services. *Topics:* Base Federal Sales Tax; clothing and footwear; construction materials and equipment for buildings; coverings and containers; educational, technical, cultural, religious and literary items; energy conservation products; farm and forest products; foodstuffs; fuels and electricity; gasoline and diesel fuel; goods affected by metric conversion; goods enumerated in customs tariff items; goods manufactured in institutions; health goods; marine and fisheries; municipalities; purchases by manufacturers; sports equipment; transportation and construction equipment.

Fin-1460
Refunds, Credits, Drawbacks and Remissions

Description: Information on the refund and remittance of overpayments of federal excise and sales taxes. Topic: Transportation and construction equipment.

Fin-1470
Special Excise Tax

Description: Information on the excise taxes charged on imported goods. *Topics:* Air transportation; alcohol and tobacco products; energy; Oil Export Tax.

Anti-Dumping Tribunal

The Anti-dumping Tribunal Canada derives its authority from the Anti-dumping Act and subsequent amendments to it. Its responsibilities are not limited to anti-dumping matters: in a general sense, its mandate is to determine whether the effect of imports, dumped or otherwise, is harmful to Canadian production. The Tribunal conducts inquiries as a quasi-judicial court of record, in accordance with Section 16 of the Act, to determine the impact of dumped imports on the production in Canada of like goods. A finding by the Tribunal that such imports are the cause of material injury results in the imposition of anti-dumping duties by Revenue Canada Customs and Excise.

Classes of Records

AT-10
Case Files

Description: Marketing and financial information from Canadian manufacturers and importers.

AT-20
Legislative Files

Description: Information on international legislation and agreements, such as the GATT Agreement; U.S. Anti-dumping Laws; and European Anti-dumping Laws.

Background

The Department of Fisheries and Oceans of Canada is responsible for a wide range of activities which include fisheries management and research in coastal and inland waters; fisheries economic development and marketing; international fisheries negotiations; oceanographic research; hydrographic surveying and charting; and the development and administration of fishing and recreational harbours.

The main legislative base for the Department is the Department of Fisheries and Oceans Act, which established the Department in April 1979; and the Fisheries Act, which was enacted in 1867 in accordance with the responsibility for "seacoast and inland fisheries" placed on the federal government by Section 91(12) of the British North America Act. The Minister of Fisheries and Oceans is responsible to Parliament for administration of the laws relevant to Canada's fisheries.

The objectives of the Department of Fisheries and Oceans are to assure:

- the comprehensive husbandry and management of Canada's fisheries resources through the protection, rehabilitation and enhancement of individual fish stocks and the aquatic habitat upon which these resources depend;
- the "best use" of fisheries resources, through a variety of measures affecting when, where, how and by whom these resources are harvested, processed and marketed to obtain highest possible social and economic benefits;
- hydrographic surveying of Canada's coastal and inland waters for the production of nautical charts and other information necessary for safe navigation;
- the acquisition of knowledge of oceanic processes and environments so as to support activities related to defence, marine transportation, the exploitation of offshore energy resources and the management of the fishery resource and its aquatic habitat;
- the provision of a national ocean information service; and
- the provision and administration of a national system of harbours in support of commercial fishing vessels and recreational boating.

Laws and Regulations

- The Fisheries Act
- Department of Fisheries and Oceans Act
- Fisheries Development Act
- Fisheries Prices Support Act
- Fisheries Improvement Loans Act
- Freshwater Fish Marketing Act
- Canadian Saltfish Act
- Fish Inspection Act
- Coastal Fisheries Protection Act
- Great Lakes Fisheries Convention Act
- Pacific Salmon Fisheries Convention Act
- North Pacific Fisheries Convention Act
- Northern Pacific Halibut Fisheries Convention Act
- Northwest Atlantic Fisheries Convention Act
- Pacific Fur Seals Convention Act
- Fishing and Recreational Harbours Act
- Fisheries and Oceans Research Advisory Council

Overall Responsibilities

The federal government, under the BNA Act, has exclusive legislative jurisdiction over Canada's fisheries in coastal and inland waters, but some provinces have been delegated certain administrative responsibilities in varying degrees. Thus, the Department of Fisheries and Oceans is fully responsible for the management of all fisheries, both marine and freshwater, in four east coast provinces, Nova Scotia, New Brunswick, Newfoundland and Prince Edward Island, and in the Northwest and Yukon Territories. In four inland provinces, Ontario, Manitoba, Saskatchewan and Alberta, the management of all fisheries is a provincial responsibility. In Quebec, the provincial government manages freshwater fisheries and certain marine fisheries, although the inspection of fish and fishery products for trade outside the province is undertaken by the federal government. The federal department has similar fish inspection responsibilities in all areas of Canada. In British Columbia, the fisheries for marine and anadromous species (i.e., fish that migrate from freshwater to sea) are managed by the federal department, but the provincial government manages freshwater fisheries.

Organization

Fisheries and Oceans is composed of four main organizational components: Atlantic Fisheries, Pacific and Freshwater Fisheries, Fisheries Economic Development and Marketing, and Ocean Science and Surveys.

The Department is headed by a Deputy Minister and composed of two major operating elements: Fisheries Management, with three main divisions, each headed by an Assistant Deputy Minister; and Ocean Science and Surveys, also headed by an Assistant Deputy Minister. There are, in addition, several other administrative or special units which report directly to the Deputy Minister, namely, Small Craft Harbours, Legal Services, Management Services, Personnel, Evaluation and Audit, Communications and the Comptroller.

The Fisheries component of the Department has regional offices in St. John's, Halifax, Moncton, Burlington, Winnipeg and Vancouver, each headed by a Director General. Ocean Science and Surveys administers regional offices in Dartmouth, Burlington and Victoria, also headed by Directors General and in Quebec City, administered by a Director. A total of 1,200 facilities are managed by the Department, the major facilities being inspection laboratories and biological research stations.

There are two agencies included in the schedule of the Access to Information which report to Parliament through the Minister of Fisheries and Oceans. They are the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation.

Fisheries Management

The Fisheries management programs of the Department are aimed at ensuring maximum economic and social benefit to Canada from the use of fisheries and other aquatic living resources of coastal and inland waters. Other programs are directed at conserving these resources and maintaining the aquatic environment in a healthy, productive state.

An important responsibility is the surveillance and management of fisheries within 200-mile exclusive fisheries zones established since 1977 on both east and west coasts, and the associated research and stock assessments needed for rational decisions on sharing access to the fisheries resource among Canadian and foreign fishing fleets.

Specific programs are carried on in all regions of Canada to ensure the conservation and protection of fisheries resources and, within the limits of resources available, their development and expansion; the upgrading of quality of fish and fishery products and assistance to fishermen and industry in the development of new products and of more effective harvesting, production and marketing techniques.

Programs of fisheries and aquatic research directly supporting national and international fisheries activities are conducted from centres located in key coastal and inland areas. These include the Northwest Atlantic Fisheries Centre, St. John's, Nfld; the Bedford Institute of Oceanography, Dartmouth, N.S.; the St. Andrews Biological Station, St. Andrews, N.B.; the Arctic Biological Station, Ste. Anne de Bellevue, Que.; the Canada Centre for Inland Waters, Burlington, Ont.; the Freshwater Institute, Winnipeg, Man.; the Pacific Environment Institute, West Vancouver, B.C. and the Pacific Biological Station, Nanaimo, B.C.; the Institute of Ocean Sciences, Sidney, B.C.; as well as research units in Halifax, N.S., Quebec, Que. and Vancouver, B.C.

The scope of fisheries and aquatic research is extremely varied, covering studies in biology, ecology, population dynamics, distribution and migrations of fish, marine mammals and shellfish and the forecasting of fish stock abundance. Studies are also directed towards the quality control of fish catches and fishery products, the development and application of aquaculture techniques in salt and fresh water, the study of relationships among species, and the calculation of sustainable yields of fish and marine mammal stocks harvested in the commercial and recreational fisheries. In addition, specialists carry out social and economic analyses to assist in policy formulation for all significant aspects of fisheries use, potential and management.

Economic Development and Marketing

Support is given in various ways by the Department of Fisheries and Oceans to strengthen the fishing industry's capabilities to market and promote the sale of fish products and obtain the most favourable prices. In addition, long-range and strategic planning is carried out, aimed at the orderly economic development of the industry. This also involves the collection, analysis and distribution of data and information relating to fish catches, production and trade.

Various financial assistance programs are available to commercial fishermen, including the Fishing Vessel Assistance Program and the Fishing Vessel Insurance Plan. The department also administers loans under the Fisheries Improvement Loans Act.

Working closely with the Department of External Affairs, staff of Fisheries and Oceans are actively involved in negotiating agreements or treaties with foreign countries concerning fishing rights or trade arrangements. At the present time Canada participates in 11 international fisheries commissions and is involved in 10 other international agreements concerned with the management of Canadian fisheries under international regulation or the protection of the marine environment.

Departmental staff have played a key role in the development and negotiation of Canada's position in the United Nations' Law of the Sea Conference, and also provide departmental input into Canadian fisheries and marine overseas aid programs administered through such organizations as the Canadian International Development Agency and the Food and Agriculture Organization of the United Nations.

Ocean Science and Surveys

Under the broad heading of Ocean Science and Surveys is grouped an extensive range of programs contributing to the management and development of renewable and non-renewable ocean resources and to the understanding of ecological processes within the aquatic and marine environment, as well as the precautions and remedies required to restore and protect that environment and the resources associated with it.

Field programs are conducted from the Bedford Institute of Oceanography in Dartmouth, N.S.; the Institute of Ocean Sciences at Patricia Bay, B.C., the Canada Centre for Inland Waters, Burlington, Ontario and the Gare Maritime, Quebec City.

In addition to physical, chemical and biological oceanographic research, activities include the operation of a Marine Environmental Data Service which collects and distributes oceanographic and wave climate information, tide and water level measurements and other related data.

Staff are involved in ecological and environmental studies related to the marine and aquatic environment which are directed primarily toward the control of pollution and the determination of safety margins of contaminants as they affect aquatic life. They also respond to the constant demand for aquatic resource inventories and environmental impact assessments, particularly in relation to projects having potential effects on aquatic life in the ecologically delicate Arctic and in sheltered coastal waters such as the Gulf of St. Lawrence and the Strait of Georgia.

A major responsibility of Ocean Science and Surveys is the planning and implementation of a national program of hydrographic surveying and chartering of navigable coastal and inland waters. The hydrographic unit (Canadian Hydrographic Service) traces its history to 1883, when the Canadian government started a survey of Georgian Bay. In addition to producing navigation charts for coastal and inland waters, their work includes production of special charts and maps for pleasure craft, the fishing industry, national defence and offshore exploration. Publications related to navigation, such as Tides and Current Tables and Sailing Directions, are also produced.

Small Craft Harbours

The Small Craft Harbours Directorate develops, maintains and administers fishing and recreational harbours and marine facilities at approximately 2,300 locations across Canada. Regional directors are located in offices at Vancouver, Winnipeg, Burlington, Quebec, Halifax and St. John's. Each region includes staff with engineering expertise, along with administration, financial and property services; harbour managers are employed at some of the busier harbours. A close liaison exists with the Department of Public Works which provides design, construction, maintenance and property services. Continuing liaison is also maintained with other branches of the department to ensure that harbour developments and programs are in harmony with present and future needs of the fisheries.

Small Craft Harbour activities also reflect the rapid growth of recreational boating in recent years that has led to acute harbour congestion in many parts of Canada, particularly in Ontario and British Columbia. Assistance in dredging and the construction of breakwaters, wharves, launching ramps and other harbour facilities is provided through marina policy assistance and tourist wharf programs.

Ship Operations

To carry out its varied responsibilities in the areas of fisheries protection, marine and oceanographic research and hydrographic surveys, the department operates more than 600 vessels. Fisheries surveillance and protection vessels, totalling about 100, vary from 61.5 metres to small launches that patrol inshore marine waters and inland lakes and rivers.

Fisheries research vessels operate in coastal and inland waters, as do oceanographic research and hydrographic survey vessels.

Fisheries and Oceans vessels also play a major role in the federal government's search and rescue operations and have been credited with numerous life-saving acts at sea and in inland areas.

The Department has a staff complement exceeding 5,000 and an annual operating budget of approximately $350 million.

Major Sources of Information

General Information

Informal requests for information shall continue to be handled by the Communications offices at Headquarters and in the Regions. Information available at these locations include press releases, speeches, brochures and pamphlets, etc. Requests should be directed to:

Communications Branch
Department of Fisheries and Oceans
240 Sparks Street
Ottawa, Ontario
K1A 0E6

Informal requests may also be addressed to the Communications offices at our regional offices in St. John's, Halifax, Dartmouth, Moncton, Quebec City, Burlington, Winnipeg, Vancouver and Victoria (see below for addresses).

Libraries

The Libraries of the Department are the main depository for publications, reports and studies pertinent to the management of the fisheries and oceans of Canada. The libraries will become an "off the street" information resource centre where Access forms would be available and assistance given to ascertain if information requested is already available in the public domain and not requiring Access procedures. Every effort will be made to encourage the informal access to information to eliminate unnecessary paperwork and in some instances financial implications.

The addresses of departmental regional libraries are listed below.

Library
Institute of Ocean Sciences
Box 6000
Sidney, B.C.
V8L 4B2

Pacific Biological Station
Library
Nanaimo, B.C.
V9R 5K6

West Vancouver Laboratory
Library
Department of Fisheries and Oceans
4160 Marine Drive
West Vancouver, B.C.
V6E 2P1

Fisheries Management Regional Library
Department of Fisheries and Oceans
1090 West Pender
Vancouver, B.C.
V6E 2P1

Freshwater Institute Library
501 University Crescent
Winnipeg, Manitoba
R3T 2N6

Department of Fisheries and Oceans
Biological Station Library
St. Andrews, N.B.
E0G 2X0

Library
Department of Fisheries and Oceans
Atlantic Fisheries, Gulf Region
P.O. Box 5030
Moncton, New Brunswick
E1C 9B6

Regional Library
Northwest Atlantic Fisheries Centre
Department of Fisheries and Oceans
P.O. Box 5667
St. John's, Newfoundland
A1C 5X1

Scotia-Fundy Regional Library
P.O. Box 550
Halifax, Nova Scotia
B3J 2S7

Library
Bedford Institute of Oceanography
P.O. Box 1006
Dartmouth, N.S.
B2Y 4A2

Library Services
Department of Fisheries and Oceans
240 Sparks Street
Ottawa, Ontario
K1A 0E6

Library
Canada Centre for Inland Waters
867 Lakeshore Road
Box 5050
Burlington, Ontario
L7R 4A6

Bibliothèque
Ministère des Pêches et des Océans
C.P. 15500
Québec, P.Q.
G1K 7Y7

Library
Arctic Biological Station
Department of Fisheries and Oceans
555 St. Pierre
Ste-Anne-de-Bellevue, P.Q.
H9X 3R4

Access Procedures

All formal requests for information under the Access to Information Act should be made in writing on the Access forms available at departmental libraries and other government offices and sent to

Access to Information Co-ordinator
Department of Fisheries and Oceans
240 Sparks Street
Ottawa, Ontario
K2A 0E6

All Access inquiries should identify clearly the class of record requested and any additional information to assist in locating the information within the departmental records.

Atlantic Fisheries Service

This Service is responsible for the planning, direction and co-ordination of field operations relating to fisheries management in Newfoundland, Nova Scotia, New Brunswick, Prince Edward Island and Quebec. It is also responsible for the development and implementation of commercial and recreational fisheries policies and programs in those areas. The work involves resource allocations, the implementation of development programs, the fulfillment of foreign arrangements and the conservation, protection and enhancement of fishery resources and fish habitat on the Atlantic coast. The Service has national responsibility for fisheries research, and for the inspection of fish and fish products in order to ensure high standards of quality and safety. The Service also assists fishermen, as well as the fish processing and distribution industries, to promote more effective harvesting and production, and also by means of financial and technical support.

Atlantic Operations Directorate

This Directorate is responsible for providing advice and support to the Assistant Deputy Minister (Atlantic Fisheries) on issues related to fisheries management in the various regions of the Atlantic coast. This involves co-ordinating policies and programs on a national basis and working with the regions towards the surveillance and management of the 200-mile exclusive fisheries zones. Specifically, these programs include research and stock assessments, the design and administration of a licensing system and resource allocation, and the co-ordination of conservation programs. The Directorate also works towards quality improvement and the provision of assistance to fishermen and processors in the development of new methods of harvesting and processing.

Atlantic Regional Offices

There are three regional offices on the East Coast, which are responsible for day-to-day fisheries management and operations. This includes implementing decisions dealing with management and conservation, enforcement of fisheries regulations, including the operation of a major ocean patrol fleet, industrial development and fish inspection, marketing and promotion. Biological and technical research on fish and other aquatic fauna is carried out, and statistics related to fisheries operations are collected on an on-going basis. Administration of the fishing vessel insurance and vessel construction subsidy programs is handled within the regions, as is the management of federally-funded small-craft harbours programs. The regional offices also undertake the inspection of fish processing and handling facilities for fish entering inter-provincial or export trade, and for imported fish products. Although the federal government has exclusive jurisdiction over both coastal and inland fisheries, some provinces have accepted to varying degrees the administrative responsibility for their fisheries. Freshwater fisheries in Quebec, for example, and some marine fisheries are the responsibility of the province. However, the federal regional office undertakes the inspection of fish and fish products and the setting of long-term policies.

Scotia-Fundy Region — Halifax

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries as outlined above, in Nova Scotia and parts of New Brunswick.

Newfoundland Region — St. John's

This regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for the province of Newfoundland. The region also administers a Bait Program through which it supplies bait to Newfoundland fishermen from 16 key bait depots and 25 small holding units.

Gulf Region — Moncton

This recently formed regional office is responsible for the direct day-to-day management of both marine and freshwater fisheries, as outlined above, for all areas bordering on the Gulf of St. Lawrence, including all of Prince Edward Island and Quebec and parts of New Brunswick, Nova Scotia and Newfoundland.

Resources Services Directorate

This Directorate has national responsibility for providing advice and support to the Assistant Deputy Minister (Atlantic Fisheries), on issues related to national fisheries research programs. It includes divisions concerned with the study of the resource itself, as well as fish health research and nutritional and biological studies in the realm of aquaculture. It sponsors resource assessment and biological research of wild stocks of anadromous, catadromous and freshwater fish, as well as groundfish, invertebrates, pelagic fish, marine mammals and marine plants.

Manuals

- Departmental Fish Inspection Manual
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

Scotia-Fundy Region

- Observers' Field Manual Domestic/Foreign Fishing Vessels
- Fisheries Officers Enforcement Policy Manual

Newfoundland Region

- Officers Manual for Interpretation and Enforcement of the Fisheries Acts and Regulations
- Foreign Observer Program Operations Manual
- Observer Program Training Manual

Classes of Records

F&O-10
Fisheries Development

Description: Information on services and developmental programs for fishermen and the fishing industry. *Topics:* Gear development; vessel development; exploratory fishing; processing improvement; quality improvement infrastructure; self-enforcement program.

F&O-20
Scientific Advice and Research

Description: Information on the management and enhancement of fisheries habitat and related research. *Topics:* Resource assessment and related research - biological studies, population dynamic studies, mathematical studies, data collection and analysis, gear studies; anadromous, catadromous and freshwater fish; groundfish; invertebrates; marine mammals; marine plants; pelagic fish; fisheries ecology; and aquaculture.

F&O-30
Fisheries Operations

Description: Information on the management, conservation and protection of the fisheries, including their habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection. *Storage Medium:* Micrographics and EDP format.

Pacific and Freshwater Fisheries

This Sector is responsible for the planning, direction and co-ordination of field operations related to the marine and anadromous fisheries in British Columbia and all fisheries in the Yukon and Northwest Territories. Work in those areas includes resource allocations, the implementation of development programs and the fulfilling of foreign arrangements. In Ontario, Manitoba, Saskatchewan and Alberta, the federal government supports a strong research program and carries out inspection of fish and fish products and enforces federal fisheries regulations. The provinces themselves have responsibility for all other aspects of fisheries management, although the federal government is responsible for the development and implementation of commercial fisheries policy for the short and medium-term in these areas. The sector also has national responsibility for fish habitat (including enhancement activities), co-ordinating a native affairs program in areas where aboriginal peoples are involved in the fishing industry, and research.

Fisheries Operations Directorate

This Directorate is responsible for providing advice and support to the Assistant Deputy Minister (Pacific and Freshwater Fisheries) on issues related to the fisheries management in the various regions of western Canada. This involves co-ordinating and working with the regions for the surveillance of the 200-mile exclusive fisheries zones, research and stock assessments, conservation programs, fish and fishery products upgrading and assistance to fishermen and processors in the development of improved and new methods of harvesting and processing.

Pacific and Freshwater Regional Offices

The Pacific and Freshwater Fisheries Service is divided into three regional offices.

Pacific Region — Vancouver

This regional office deals with both the on-going management concerns and the final stages of program development and evaluation for the marine and anadromous fisheries in British Columbia. It is responsible for maintaining liaison with industry and the public in all matters relating to the resource and industry. It deals with inland and offshore resource management and conservation in the areas of commercial, recreational and native food fisheries. It provides inspection services, enforces fisheries regulations and administers the fishermen's insurance program. It also oversees the licensing system and resource allocation, and carries out biological and technical research on fish and other aquatic fauna, and methods of harvesting and processing them. Federally funded small-craft harbours in the region are managed through the regional office, which also undertakes the design, construction and operation of facilities within the Salmonid Enhancement Program. Scientific and technical information necessary for on-going fisheries management and for future planning is gathered within the region, particularly as it relates to fish habitat management. Technical support is provided to fishermen in the areas of catching, handling, onboard freezing, stowing and marketing of fish.

Western Region (The Freshwater Institute) — Winnipeg

The Freshwater Institute, which is the Western regional office of Fisheries and Oceans, shares responsibility for fisheries management with the provincial governments of Manitoba, Saskatchewan and Alberta. While the regional office undertakes the inspection and certification of fish processing and handling facilities, most other aspects of fisheries management are the responsibility of the provinces. Management programs related to both marine and freshwater species in the Yukon and Northwest Territories, however, are under federal control. The regional office sponsors services which promote the transfer of technology for practical applications in the fields of engineering, design, process and product development, as well as providing engineering support to industry. The branch administers the fishing vessel insurance plans throughout the region and also undertakes the collection of fisheries statistics and the economic analysis of regional operations as a basis for policy recommendations. The region is also responsible for the direct administration of the federally funded small-craft harbours program. Management of fisheries in the Northwest Territories includes surveillance of the fisheries and enforcement of fisheries regulations, as well as the implementation of resource allocations, conservation programs, and the carrying out of extensive research. The region participates as the representative of the Department on various inter-agency committees and task forces concerned with protecting and developing fisheries resources in northern Canada. The Freshwater Institute has a strong research program which is carried out within the region and in co-operation with other regions.

Ontario Region — Burlington

As fisheries operations in Ontario are the responsibility of the provincial government, the federal regional office of Fisheries and Oceans is responsible for an active research program in which particular emphasis is placed on the investigation of pollution and the control of the sea lamprey in the Great Lakes. The Department is also responsible for inspection of fish and fish products to ensure high standards of quality and subsidy programs. It manages the federally-funded small-craft harbours program throughout the region and provides marketing services to fishermen.

Manuals

- Departmental Fish Inspection Manual
- Laboratory Manual for Chemistry
- Laboratory Manual for Bacteriology
- Inspection Officers' Procedure Manual
- Fishing Vessel Insurance Plan Operations Manual

Pacific Region

- Fisheries Officers Training Manuals

Western Region

- Lake Classification Inspection Procedures Manual
- Plant Inspection Procedures Manual
- Occupation Health and Safety Manual

Classes of Records

F&O-40
Habitat Assessment and Related Research

Description: Research in support of departmental management and protection of fish and fish habitat. *Topics:* Aquatic Impact Assessment - altered stream flows, reservoir construction; stream obstructions, forest harvesting, alteration of foreshore, dredging and dumping, tidal barriers; toxicology and pollution - acid rain, forest spraying, pesticides, heavy metals, radronaclides, industrial chemicals, industrial, municipal, agricultural and other effluents.

F&O-50
Habitat Management

Description: Information on the enforcement of regulations under the Fisheries Act and activities related to habitat management, protection enforcement, restoration and development. *Topics:* Habitat protection and operations; habitat planning; habitat restoration and development; resource rehabilitation and enhancement.

F&O-60
Fisheries Operations

Description: Management conservation and protection of the fisheries including their habitat resource rehabilitation and inspection. *Topics:* Resource management; offshore surveillance and enforcement; inshore surveillance and enforcement; inland surveillance and enforcement; allocation and regulations development; licensing; inspection; Native Affairs - food fisheries; land claims and agreements, employment, Band by-laws.

F&O-70
Salmonid Enhancement Program (SEP)

Description: Information on the Salmonids in the Pacific Region, excluding associated research. *Topics:* Reconnaissance and Feasibility; public involvement; design; construction; facility maintenance; facility operations; community development; assessment, evaluation and management; studies. *Storage Medium:* Micrographics and EDP format.

Economic Development and Marketing

This Sector is responsible for the planning, administration and evaluation of all marketing initiatives taken by the Department. The aim is to enhance the fishing industry's capabilities in the marketing and promotion of its products, and to identify new markets for Canadian fish and fish products. Other areas of concern include long-range and strategic planning, processing of statistics, and the administration of financial assistance programs that are available to commercial fishermen. Together with the Department of External Affairs, the branch is involved in negotiations of treaties and trade agreements with foreign countries. For example, it played a key role in representing Canada's position on fisheries at the U.N. Law of the Sea discussions. It also participates in marine overseas aid programs.

Economic Development Directorate

This Directorate acts as the departmental focus for the development and co-ordination of long-term economic policy. It manages the financial assistance programs in co-operation with the regional offices of the various Fisheries Services, including the Fishing Vessel Insurance Program, the Fishing Vessel Assistance Program and the Fisheries Improvement Loans Act. It provides technical, administrative and financial support to the Fisheries Prices Support Board, the Canadian Saltfish Corporation and the Freshwater Fish Marketing Corporation. The Directorate liaises with other federal departments on fisheries-related matters and undertakes the analysis of policy, economic research and the collection and dissemination of economic statistics related to commercial and recreational fisheries.

International Fisheries Directorate

This Directorate serves as a focus for the development of international policies. It is responsible for all bilateral and multilateral negotiations in support of Canada's international fisheries and marine initiatives. It represents Canada in international organizations and on commissions that are concerned with international fisheries, as, for example, at the U.N. Law of the Sea negotiations. It also participates, through the Canadian International Development Agency, in marine overseas aid programs. It assists the External Affairs Canada in the negotiation of all international treaties and trade agreements that relate to fisheries.

Marketing Directorate

This Directorate is responsible for the development and implementation of marketing policies to ensure that maximum economic and social benefits arise from the fisheries resource. It works to identify new export markets and to support and strengthen the fishing industry's capacity to market its products. This includes market assessment, forecasting, development and promotion. The Directorate assists in the orderly marketing of fish and fisheries products through the provision of a professional marketing capability. The fulfillment of this responsibility depends upon direct access to market intelligence and it contributes to the co-ordination of harvest and production with market requirements. Work includes the analysis of supply and demand and the monitoring of domestic and international developments. In addition, the Directorate also promotes collective marketing interests through a program of product and market development and it co-ordinates the export marketing effort.

Classes of Records

F&O-80
Economic Development

Description: Information on policies, programs and activities in the area of marketing, socio-economic research and analysis. *Topics:* Economic/social research and policy analysis; marketing research and analysis; market promotion and development; statistics.

F&O-90
Fishermen's Assistance Programs

Description: Information on programs in the areas of fishing vessel insurance, fishing vessel construction, subsidies and loans. *Topics:* Fishing Vessel Insurance Plan; Fishing Vessel Assistance Program; Fisheries Prices Support Board; Fishermen's Improvement Loan Act.

F&O-100
Intergovernmental Relations

Description: Information on matters involving international fisheries relations, trade commissions and federal-provincial agreements. *Topics:* International relations; international trade and development; federal-provincial relations. *Storage Medium:* Micrographics and EDP format.

Ocean Science and Surveys (OSS)

This Sector carries on two major operational activities: oceanography and hydrography. The objectives of the oceanographic activity include contributions to the management and development of renewable and non-renewable ocean resources. Another objective is to gain an understanding of the marine environment so as to establish programs and methods for its protection and restoration. These objectives are met through research programs in the areas of physical, chemical and biological oceanography, the knowledge from which forms the basis for ocean information services designed to meet national and international co-operation in the study and use of the ocean and its resources, and participates in international initiatives to deal with marine pollution. The work involved in this activity is carried out in four regional centres and at headquarters in Ottawa. The Ottawa unit, the Marine Sciences and Information Directorate, has two operating branches: the Marine Environmental Data Service (MEDS) and the Scientific Information and Publications Branch. These are involved in the collection, processing and distribution of ocean data and information. There is a third branch which performs a national co-ordinating role for oceanography and has a specific responsibility as the primary contact in the field of international ocean science.

Canadian Hydrographic Service

The main objectives of the hydrographic activity are to carry out all necessary hydrographic surveys and to publish, maintain and distribute the navigational charts, sailing directions and tide tables needed to permit safe and efficient navigation in all Canadian navigable waters. These objectives are met by the programs of the Canadian Hydrographic Service (CHS), reporting to the Assistant Deputy Minister through the Dominion Hydrographer. The work is carried out at four regional centres, where the Ocean Science and Surveys fleet of some 180 research and survey vessels is located, and within a headquarters unit. Field surveys include the measurement of water depths with ship-mounted echo-sounders or by other, more sophisticated means where that is not possible. The CHS also gathers information on tides and currents (published as the annual Tide and Current Tables), publishes and distributes navigational and recreational charts, and carries out offshore natural resource surveys in collaboration with the Energy, Mines and Resources Canada.

The Policy and Program Co-ordination Branch in Ottawa acts as the national focus for strategic and operational planning in OSS and as the national co-ordinative mechanism at the corporate level.

Bedford Institute of Oceanography - Dartmouth, N.S.

This institute, founded in 1962 as Canada's first federal research centre devoted to the field of oceanography, houses the Atlantic Region of OSS which carries out research into various aspects of marine sciences on the Atlantic coast and in the eastern Arctic. These include physical and chemical oceanography, marine ecology, ocean circulation, biology and the environment. Emphasis is placed on the impact of oil and gas exploitation and coastal activity on the marine ecosystem. In the area of physical oceanography, the focus is mainly on the continental shelf of eastern Canada. Ecological research into the long-term effects of commercial fisheries exploitation and ocean pollutants aims to provide a basis for better management of the fishery in the future. The Region also carries out hydrographic surveys, tidal studies and works on the development of navigational aids and new survey equipment. The Institute incorporates a recently established office called the BIO Marine Advisory and Industrial Liaison (BIOMAIL), which acts as a point of entry for anyone seeking information on Canadian oceanography and related topics. BIOMAIL distributes and interprets oceanographic information and data to industry and government departments and encourages the transfer of technology to Canadian industry, especially in Atlantic Canada. Units of several other government departments with an interest in the ocean are also located within the Bedford Institute.

Bayfield Laboratory for Marine Science and Surveys - Burlington, Ontario

Located within the Canada Centre for Inland Waters, this laboratory conducts physical oceanographic studies in Hudson and James Bays in the Arctic Archipelago, with a significant winter program over and through the ice-covered waters. A full complement of hydrographic activities is carried out in the Great Lakes, in other navigable fresh waters in Ontario and the Prairie Provinces, and in marine waters of the Central Arctic. The main purposes of the programs are to support commercial shipping in the Great Lakes and the Arctic and to support offshore oil and gas exploration and exploitation in the Arctic.

Champlain Centre for Marine Science and Surveys - Quebec City, P.Q.

This is the newest and smallest of the OSS regional centres and is primarily responsible for oceanographic studies and hydrographic surveys in the St. Lawrence River and Estuary and in the northern half of the Gulf of St. Lawrence. A full range of oceanographic studies - physical, chemical and ecological - is carried out. However, hydrography is limited to field surveys and studies of tides and currents.

Institute of Ocean Sciences - Sidney, B.C.

This institution houses the Pacific Region of OSS and it is divided into two main areas: the Hydrographic and Oceanographic Divisions. Work in the first area is carried out by the regional unit of Canadian Hydrographic Service and includes the charting of waters off the B.C. coast and in the western Arctic (with recent emphasis on the Beaufort Sea). Surveys of tides and currents result in the publication and distribution of numerous maps and tables. Another specialized unit advises on tsunamis - powerful waves caused by underwater disturbances. The second division carries out research in the areas of physical and chemical oceanography and ocean ecology. Specific work includes research in the area of frozen seas, coastal and offshore waters, ocean mixing and remote sensing. There are also studies of carbon dioxide in the ocean, hydrocarbons, pesticides, trace elements and coastal pollution. In terms of ecology, the main focus is on the biological oceanography of coastal waters.

Manuals

- Pisces IV Manual
- Pisces IV Standard Operations Procedures
- Search and Rescue Plan
- Pacific General Ships Orders
- Hydrographic Tidal Manual
- Survey Standing Orders
- Cartographic Standing Orders

Classes of Records

F&O-110
Oceanography

Description: Studies which support the management of renewable and non-renewable marine resources. *Topics:* Physical oceanography; chemical oceanography; marine ecology; freshwater ecology; ocean dumping; university subventions; ocean engineering and technology transfer; data and information.

F&O-120
Hydrography

Description: Bathymetric data, navigational charts and other information on Canada's navigable waters and geophysical-hydrographic surveys. *Topics:* Navigation charts (surveys), production; tides, current and water levels; sailing directions; ocean mapping; navigation. Storage Media: Micrographics and EDP format.

F&O-130
Ships

Description: Information on management, operation and charter of major vessels for oceanography and hydrographic research. *Topics:* Oceanography; hydrography; support to fisheries management; search and rescue; support to other federal departments; support to Canadian universities. Storage Media: Micrographics and EDP format.

Small Craft Harbours Directorate

This program provides for the acquisition, development, maintenance and management of approximately 2,400 harbours serving the needs of both commercial fishing and recreational boating throughout Canada. Program implementation is carried out through six regional offices located in St. John's, Halifax, Quebec, Burlington, Winnipeg and Vancouver. It works closely with Public Works Canada, which is responsible for design, construction, maintenance and property service. The Directorate's role is to ensure that any harbour development or upgrading harmonizes with the needs of the fishing industry, both now and in the future. The Marine Policy Assistance and Tourist Wharf Programs provide assistance for recreational facilities such as launching ramps and wharves.

Small Craft Harbours

Small Craft Harbour Branch is responsible for the administration and development of small craft harbours and harbour facilities provided by the Federal Government in support of the commercial fishery, sports fishery, and recreational boating.

Classes of Records

F&O-140
Small Craft Harbours

Description: Information on development, construction, maintenance and operation of small craft harbours and facilities. *Topics:* Harbour management and property administration; commercial fishing harbours; recreational harbours.

Manuals

- Fishing and Recreational Harbours Administrative Instructions
- Harbour Managers Manual

Management Services Bureau

This Bureau provides management support services to enable corporate and line managers of the Department to carry out their responsibilities in the most economical and effective manner. This includes the provision of library services, electronic data processing, realty and engineering services, employee health and protection, assets management and The Ship Operations Branch (see below).

Ship Operations Branch

This Branch is responsible for the management of the departmental fleet which is vital to the carrying out of various departmental programs. Responsibilities of the fleet include fisheries surveillance and protection, marine and oceanographic surveys, fisheries research and hydrographic surveys, and search and rescue duties. To perform these functions, the Branch operates a fleet of more than 600 vessels of all sizes, including ocean-going fisheries patrol vessels, oceanographic research and hydrographic craft, mini-submarine and mothership and many small launches for patrolling coastal marine waters and inland lakes and rivers. The Branch is also responsible for the purchase, construction, operation and maintenance of this fleet, as well as the conduct of research into ship management operations.
Class of Records

F&O-150
Ship Operations

Description: Information on the design, construction, purchase and operation of the departmental fleet. *Topics:* Ships acquisition; berthing and wharfage; certificates, licences, acceptance papers; collisions, groundings, mishaps; navigation; surveillance and enforcement; repairs, refit, maintenance; construction. Storage Media: Micrographics and EDP format.

Canadian Saltfish Corporation

Overall Responsibility

The basic objective of the Corporation is to maximize returns from the saltfish trade through central desk selling. A secondary objective is to rationalize production.

Legislation

The Saltfish Act, 1970, gives the Corporation a monopoly of the interprovincial and export trade in cured salt bulk and dried codfish produced in the Province of Newfoundland and Labrador and on the lower north shore of the Province of Quebec. For Income Tax Act purposes the Corporation is defined as a Schedule "C" Corporation.

Background

In recent years approximately 60 per cent of the total annual production of cured salt fish in Canada has been marketed by the Corporation. The saltfish industry had been in decline for a number of years during the post war period, with a shift in the use of codfish from curing to filleting and freezing, the disintegration of the traditional family enterprise in Newfoundland, and lately the depletion of the Northern cod stocks. As a result, the private export trade lost ground in foreign markets and became progressively dependent on support from government.

Organization

The Act provides for a Board of Directors composed of a Chairman, President, one director from each participating province, as well as five other directors. Each is appointed by the Governor General in Council to hold office for a period not exceeding five years. Provincial directors are recommended by the Lieutenant Governor of the province concerned. The Chairman is Mr. L.J. Cowley, Assistant Deputy Minister, Atlantic Fisheries Service. There is presently one vacancy on the Board.

Saltfish processing companies in the Region of the Corporation's mandate became its agents for the purchase, handling and preparation of production. The Corporation has 33 full-time and 20 part-time employees as well as 12 agents who employ approximately 300 people. In addition, these agents employ 35-40 sub-agents who provide employment for an additional 400-500 people on a seasonal basis.

Sales for 1980-81 totalled $49 million. Fixed assets of the Corporation as of March 1981, totalled $3.1 million.

Currently, the context in which the Corporation operates is undergoing a significant change. Its role as price-setter in the primary fish market is reduced and may eventually be eliminated with the advance of unionization of fishermen. The Corporation continues to play a significant role in the fishing industry, however, and is still a major factor in the ultimate returns to producers of cured fish. Of particular relevance to its original purpose is the representation in the market place since more and more countries are establishing government import agencies and/or buying groups and allocating restricted import licences. Returns to the fishermen have continued to improve, bringing benefits to both processors and primary producers. The Corporation looks forward to the challenges of the next two or three years with cautious optimism.

CSFC-10
Fishermen's Assistance Programs

Description: Case files on fish grade; fish size; catch value (weight and dollars).

Freshwater Fish Marketing Corporation

Background

On enactment of the Freshwater Fish Marketing Act, existing private companies became agents of the Corporation. However, many withdrew from the business and complementary facilities for the assembling and warehousing functions were eventually established by the Corporation. The Corporation now disposes of virtually all freshwater fish produced outside the Great Lakes about 50 per cent of total Canadian production.

Responsibilities

The objective of the Corporation is to unify the trade in freshwater fishery products. This was in response to economic distress among primary producers caused by fragmentation of assembling, processing and exporting operations. Some twenty companies had previously been involved, as compared with three major U.S. importers where 90 per cent of production was sold. The Corporation has a responsibility for the orderly marketing of fish, promotion of inter-provincial and export trade and the increases of returns to fishermen.

Legislation

The Freshwater Fish Marketing Act, 1969, gives the Corporation a monopoly on the inter-provincial and export trade in designated products of the freshwater fisheries supplied from the Northwest Territories, the three Prairie Provinces and part of northern Ontario. The Corporation has wide powers to purchase, process, store and ship fishery products; to acquire, hold and dispose of property; to establish branches, employ agents; enter into agreements; borrow, lend and invest money. For purposes of the Income Tax Act the Corporation is designated as Schedule "D".

Organization

The Board of Directors consists of eleven members: Chairman, President, one member from each participating Province and four members appointed by the federal government. Mr. Peter Moss of Winnipeg, Manitoba is Chairman of the Board. Presently, there are two vacancies on the Board. An Advisory Committee composed of fifteen fishermen also exists.

The Corporation has a main plant at Transcona and processing plants at Hay River, The Pas, Edmonton and LaRonge. It employs 80 management staff and 125 plant personnel, increasing to 450 during peak seasons. In the fiscal year ending April 30, 1981 sales amounted to $40 million.

Rationalization of the collecting and processing phases and centralization of marketing operations have succeeded in maximizing returns from the market and prices to fishermen. The persistence of inadequate returns from fishing has, however, led to some disillusionment with the Corporation as an agency of fishery development. As a result, strong representations from some provincial ministers were made to the Minister of Fisheries and Oceans. In December 1979, the ministers with responsibilities for fisheries in the Provinces of Ontario, Manitoba, Saskatchewan, Alberta and the Northwest Territories met with the Minister to discuss and review the future role of the Corporation. While ministers indicated their agreement in principle with the concept of FFMC they directed that the implications of various options be analyzed by a federal – provincial committee of officials. The Committee submitted its report on September 3, 1980. The general conclusion of the report is that the inland fishing industry, particularly the fishermen themselves, are in a better overall condition with the Freshwater Fish Marketing Corporation than without it.

FFMC-10
Fishing Statistics

Description: Case files on fish species; fish grade; fish size; catch value (weight).

Indian Affairs and Northern Development

Background

The Department of Indian Affairs and Northern Development is essentially people-oriented. Its major efforts are directed towards Indians and Inuit, and to all who live in the vast and sparsely settled area north of the 60th parallel. At the same time, a long-term policy of decentralization means programs are being handled increasingly by these people themselves.

The Department was established under Section 15 of the Government Organization Act, 1966, now the Department of Indian Affairs and Northern Development Act (RSC 1970 c. 1-7, as amended). The department is, in effect, an amalgamation of the then Department of Northern Affairs and National Resources and those responsibilities of the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

The Department of Indian Affairs and Northern Development Act describes the duties, powers and functions of the Minister of Indian Affairs and Northern Development as extending to and including -all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to Indian Affairs, the Northwest Territories and the Territory and their resources and affairs; (and) Eskimo Affairs

Laws and Regulations

The federal government's legislative responsibilities for Indian people and Inuit derive from S. 91(24) of the Constitution Act (1867) which gives the federal government the exclusive authority to pass laws relating to 'Indians, and lands reserved for Indians'. On the basis of this authority, the Indian Act - which remains the major expression of federal jurisdiction in this area - was passed and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian people under the BNA Act was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

The major pieces of legislation for which the Minister is responsible include the Indian Act; the James Bay and Northern Québec Native Claims Settlement Act; the Indian Oil and Gas Act; the Yukon Act; the Northwest Territories Act; the Land Titles Act; the Public Lands Grant Act; the Canada Land Surveys Act Part III; the Territorial Lands Act; the Northern Inland Waters Act; Northern Flood Agreement; the Arctic Waters Pollution Prevention Act; the Dominion Water Power Act; the Oil and Gas Production and Conservation Act; the Yukon Placer Mining Act; the Yukon Quartz Mining Act; the Northern Canada Power Commission Act; and various Appropriation Acts such as the Northern Mineral Exploration Assistance Regulations and Prospector's Assistance Regulations.

Overall Responsibilities

Within this legislative framework, the Department has a number of interlocking responsibilities and objectives: (a) to initiate, encourage and support measures that will respond to the needs and aspirations of Indian people and Inuit, and will improve their social, cultural and economic well-being; (b) to encourage the orderly economic and political development of the Yukon and the Northwest Territories, and to co-ordinate all federal activities in the two territories; (c) to ensure that lawful obligations to Indian people are met, and to settle native claims relating to traditional native use and occupancy of land in those areas of Canada where this traditional use has not been extinguished by treaty or superseded by law.

Organizational Structure

The Department is organized into five operative program areas, each headed by an Assistant Deputy Minister or equivalent: Indian and Inuit Affairs; Northern Affairs; Office of Native Claims; Finance and Administration (including Personnel Services); and Corporate Policy.

Key Contacts

The Department encourages requesters to utilize the present lines of communication described underneath, since the intent is to make available as much information as possible, through informal channels.

General departmental information is provided by the Communications Branch, the Departmental Secretariat and the Publications Enquiries Unit at Headquarters. The Publications Enquiries Unit publishes a Directory of Publications which is available on request. Contact may be made in person, by telephone or in writing at one of the following addresses:

Mailing Address:

Communications Branch,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario
K1A 0H4

Departmental Secretariat,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario
K1A 0H4

Publications Enquiries Unit,
Communications Branch,
Department of Indian Affairs and Northern Development,
Ottawa, Ontario K1A 0H4

The Departmental Library and documentation/references centres are located in Les Terrasses de la Chaudière, Hull, Quebec, as follows:

Departmental Library
14th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-0799

Subject Coverage:

Indians of North America, Inuit, the Canadian North, Canadian and American history, anthropology, economic development, sociology and natural sciences.

Treaties and Historical Research Centre
19th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 994-1182

Subject Coverage:

Historical material on Canadian Indian treaties, claim processes and mechanisms; the Indian Act and related subjects; Native law.

Indian and Inuit Affairs Program Reference Centre
17th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-9117

Subject Coverage:

Statistics, genealogy, history of the Canadian Indian and Inuit.

Northern Statistical Information Centre
6th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-0550

Subject Coverage:

A broad spectrum of socio-economic and demographic information pertaining to the Yukon and Northwest Territories.

Mining Geology Microfilm Centre
7th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-0911

Subject Coverage:

Data of a geological nature covering the Yukon and Northwest Territories.

Major Projects Assessment Directorate Documentation Centre
8th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-9333

Subject Coverage:

Current and historical materials dealing with northern hydrocarbon transportation proposals by land and sea and analysis and assessments of their social, economic and environmental impacts, with emphasis on the Yukon and Northwest Territories.

Inuit Art Research and Documentation Centre
9th Floor,
Les Terrasses de la Chaudière
Telephone: (819) 997-9440

Subject Coverage:

Inuit arts and crafts.

Access Procedures

The Departmental Co-ordinator for Access to Information oversees the administration of the access to information function in the Department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemptions and third party notifications, responses to inquiries from the Information Commissioner, appeals before the Federal Court, and the report to Parliament. For all formal requests for access to departmental records holdings, requesters should complete the Access to Information Request Form available at national, regional and district offices. The form should be submitted in person to the DIAND office where it was acquired or mailed to the Office of the Departmental Co-ordinator in Ottawa.

Records material is maintained in national headquarters, regional and district offices located throughout Canada. The method of accessing records may vary according to the nature of the record medium, the type of request for access, and the record location.

Inquiries concerning the administration of the Access to Information Act in the Department and formal requests should be addressed to:

Office of the Departmental
Access and Privacy Co-ordinator
Ottawa, Ontario
K1A 0H4
Telephone: (819) 997-0307

The Deputy Minister

The responsibility for the direction and the operations of the Department rests with the Deputy Minister who is its permanent head and who is the senior adviser to the Minister of Indian Affairs and Northern Development on all matters relating to: (a) Indian affairs; (b) The Northwest Territories and the Yukon Territory and their resources and affairs; and (c) Inuit affairs.

Corporate Policy

The mandate of Corporate Policy is to advise the Minister, the Deputy Minister and senior management on matters of broad policies — particularly those that require interprogram co-ordination — and on particular policy matters such as revisions to the Indian Act, and native hunting and fishing rights. It is also responsible for developing policy positions for the Department and assessing them to ensure their consistency with broad government priorities, departmental objectives and client needs; and for providing a communication link with Parliament, senior management, client groups and the public on matters relating to departmental policies and programs.

Corporate Policy is composed of the Policy Group (including Policy Development and the Policy Planning Directorate) Policy Co-ordination Directorate and three branches, Intergovernmental Affairs, Evaluation and Research.

Policy Group

The mandate of this group is the assessment and development of national policy - the preparation of the strategic plan, strategic overview and operational plan for Corporate Policy.

Classes of Records

INA-10
Policy Development

Description: The assessment and the development of policies in an integrated fashion consistent with broad government priorities, departmental objectives and client needs. *Topics:* Policy inventory; policy indicators, taxation, membership, Indian government legislation.

Policy Planning Directorate

This Directorate co-ordinates the departmental strategic planning process and prepares the planning documents, i.e. strategic overview and strategic plan, co-ordinates Corporate Policy operational and work plans and prepares policy planning work plans.

Manual

- Departmental Planning Manual

Classes of Records

INA-20
Policy Planning

Description: Co-ordination of departmental strategic planning documents. *Topics:* Strategic overview; strategic plan, corporate policy, operational plan summary; policy branch work plans.

Policy Co-ordination Directorate

This Directorate co-ordinates and monitors major policy issues of programs to ensure that interprogram policies effectively reflect departmental and government objectives and priorities. It establishes and maintains liaison with other policy-making areas within the Department and with other government departments and agencies. It co-ordinates the Department's relationship with Parliament, provides advice and information on parliamentary procedures, and co-ordinates all written and starred questions and motions for the production of papers. It also provides a communication link between the Minister and the Department and also concerned correspondents, and prepares replies to correspondence received by the Minister concerning departmental policies and programs.

INA-30
Policy Co-ordination

Description: Co-ordination of briefings for the Minister and Deputy Minister in relation to Parliament, meetings of Cabinet and meetings with other governments. *Topics:* Topics regarding the support and advice on policy decision-making processes within the Department covering interprogram and interdepartmental consultation; also, the preparation of briefing materials and a system of tracking, anticipating and participating in policy initiatives.

Intergovernmental Affairs Branch

This Branch advises on and reviews the results of discussions that focus on future federal-provincial-Indian arrangements in areas such as health, social, education, economic and justice services. Also responsible for co-ordinating all departmental input into the process of constitutional renewal as it deals with matters relating to Canada's native people and the constitution.

Manuals

- B.C. Region Administrative Circular on Policy, Research and Consultation Funds

INA-40
Intergovernmental Affairs

Description: The discussion with provincial governments and Indian associations on priority topics of mutual concern to all parties. *Topics:* Discussions, consultations and negotiations and agreements between federal-provincial-Indian associations.

Evaluation Branch

This Branch provides the focus for departmental assessments of program effectiveness and is formally linked to the planning and control cycle to assess the performance of program operations.

INA-50
Evaluation

Description: The evaluation of existing departmental programs and the structuring of evaluation criteria for proposed programs. *Topics:* Community services and facilities; tribal and band government; economic development; education; capital development.

Research Branch

This Branch supports, directs, co-ordinates and conducts research and disseminates research findings in support of departmental goals and priorities. Also responsible for administering funds to Native groups to support research related to the claims resolution and Indian Act revision processes, and or making available special research and advisory services to Native and other client groups.

Manuals

- Program Circular A-2, Access to Files
- D/D 62 Release of Material from Departmental Records
- D/D 15 Legal Opinions

Classes of Records

INA-60
Research

Description: The undertaking and the support of research related to policy and program issues and the support of the claims settlement process. *Topics:* Research grants; research contracts; research projects; studies and surveys; research services and advice on specific historical or claims situations; financial arrangements to enable Indian participation in federal government's claims resolution and Indian Act revision processes.

Operational Program Areas

Indian and Inuit Affairs Program

The Indian and Inuit Affairs Program assists Indian people who come within the provisions of the Indian Act "status" Indians, of which there are approximately 303,000 in Canada) and Inuit in Northern Quebec and Labrador (numbering approximately 7,500), to achieve their expressed social, economic and cultural goals within Canadian society.

The Program administers the statutory commitments defined by the Indian Act, including the registration of Indian people, matters concerning reserve lands and other Indian resources, and band elections; and implements the administrative measures needed to ensure that the federal government's lawful obligations to Indian people are met. In terms of organizational structure, these functions are administered in four main Program areas: Reserves and Trusts; Housing and Band Support; Economic and Social Development; and Program Planning and Policy Co-ordination. As a reflection of the Department's changing role from one of direction to one of support, the Program works closely with Indian band councils and Indian and Inuit communities and encourages the continued growth of community self-determination.

The Program has a Regional Information Adviser in each of its seven Regional Offices south of 60°.

Regional Offices

British Columbia Region

Indian and Inuit Affairs Program
Pacific Centre Ltd.
700 West Georgia Street

P.O. Box 10061
Vancouver, B.C.
V7Y 1C1
Telephone: (604) 544-1298

Alberta Region

Indian and Inuit Affairs Program
9942-108th Street, 3rd Floor
Edmonton, Alberta
T5K 2J5
Telephone: (403) 420-2839

Indian Minerals (West)
Government of Canada Building
Room 654
P.O. Box 2924, Station M
220, 4th Avenue S.E.
Calgary, Alberta
T2P 2M7
Telephone: (403) 231-5625

Saskatchewan Region

Indian and Inuit Affairs Program
2332 - 11th Avenue
Regina, Saskatchewan
S4P 2G7
Telephone: (306) 359-5949

Manitoba Region

Indian and Inuit Affairs Program
275 Portage Avenue, 11th Floor
Winnipeg, Manitoba
R3B 3A3
Telephone: (204) 949-4928

Ontario Region

Indian and Inuit Affairs Program
55 St. Clair Avenue E., 5th Floor
Toronto, Ontario
M4T 2P8
Telephone: (416) 966-5544

Indian Minerals (East)
Suite 302, 1 Front Street West
Toronto, Ontario
M5J 1A4
Telephone: (416) 369-4615

Quebec Region

Indian and Inuit Affairs Program
320 est, Rue Saint-Joseph
P.O. Box 3725, Saint-Roch
Quebec, P.Q.
G1K 7Y2
Telephone: (418) 694-3270

Atlantic Region

Indian and Inuit Affairs Program
40 Havelock Street
P.O. Box 160
Amherst, N.S.
B4H 3Z3
Telephone: (902) 667-3818

Indian and Inuit Affairs Program
Federal Bldg., Main Street
P.O. Box 4100
Whitehorse, Y.T.
Y1A 3S9
Telephone: (403) 667-7855

Indian and Inuit Affairs Program
4914 - 50th Street
Bellanca Bldg.
P.O. Box 2760
Yellowknife, N.W.T.
X0E 1H0
Telephone: (403) 920-8275

Reserves and Trusts Branch

This Branch ensures that treaty obligations and trust responsibilities concerning lands, band funds and membership are fulfilled. It administers those sections of the Indian Act that deal with band elections, referenda, by-laws and lands, and provides management and entrepreneurial expertise to Indian bands in response to band council requests for the development of band-owned mineral resources. The Branch is divided in five Directorates: Indian Minerals (West); Indian Minerals (East); Lands; Legal Liaison and Support; and Membership and Statutory Requirements.

Indian Minerals Directorate (East and West)

These Directorates manage and develop the mineral resources on Indian lands under the authority of the Indian Act, the Indian Oil and Gas Act, the Indian Mining Regulations and the Indian Oil and Gas Regulations. This process is carried out in direct collaboration with Indian band councils. The Directorate assists in providing mineral-information orientation training, placement and counselling services to Indian bands and advises departmental officials and other government agencies on all matters concerning mineral information.

Classes of Records

INA-100
Oil and Gas

Description: Oil and gas resources on Indian lands. *Topics:* All matters relating to the control, development and management of oil and gas.

INA-120
Mineral Resources

Description: Mineral resources on Indian lands. *Topics:* The control, development and management of mined metallic and non-metallic minerals, quarried minerals, sand and gravel and groundwater.

Lands Directorate

This Directorate manages the department's responsibilities under the Indian Act of Crown-owned land set aside for the use and benefit of Indian bands including the fulfillment of treaty obligations, maintaining the land registry and administration of Indian estates.

Manuals

- Land Registry Practices Manual
- Indian Estates Manual
- Land Transactions Manual

Classes of Records

INA-140
Lands

Description: Agreements; individual land holdings and sites; islands; land sales; leases; rights-of-way; surveys; and reserves.

INA-160
Natural Resources

Description: The control, development and management of natural resources, such as forest and furs; the rights to Indians for fishing, hunting, trapping.

Legal Liaison and Support Directorate

This Directorate provides a legal liaison and support service to the Program and the Department of Justice with respect to litigation brought by or against the Crown involving Indian lands, monies, minerals.

INA-180
Claims Against the Crown

Membership and Statutory Requirements Directorate

This Directorate administers the membership provisions of the Indian Act and maintains the Indian Register; administers the enfranchisement provisions of the Indian Act and the funds held for enfranchised minors and Indian children adopted by non-Indians; provides statistical information concerning registered Indians for computer application; and training band employees to assume the local administration of band membership.

Manual

- Guide for Membership Administrators

Classes of Records

INA-200
Indian Band Membership

Description: Contains information and documentation pertaining to the membership of persons in Indian bands in Canada. *Topics:* Subjects relating to the registration of all persons entitled to be registered as Indians in Canada - Indian enfranchisement protests, statements of marriage to non-Indians. Special Access Note: The name of band concerned should be included with each request.

EDP Systems

- Indian Membership System: Records information on vital events, e.g. births, deaths, adoptions, marriages, divorces, entered on the Indian Register creating a permanent record of the approved status of all registered Indians and establishing their membership in a particular band.
- Indian Demographic Statistics (Sub) System: Produces vital statistics and other demographic data from the Indian Membership System.

Housing and Band Support Branch

This Branch provides assistance for Indians living on reserves to apply for a ministerial guarantee of a housing loan from (CMHC) approved lenders as defined in the National Housing Act for low-income rental housing projects on reserves. Band Support encourages local control of, and accountability for, Indian programs and services. The Branch is divided in four Directorates: Band Support; Housing; Capital Management; and Band Training and Advisory Services.

Band Support Directorate

This Directorate encourages local control of, and accountability for, Indian programs and services by promoting the growth of sound local administration to provide bands with increased capacity for the planning and management of their own affairs.

Manuals

- Terms and Conditions for Contribution Arrangements
- Local Government Authorities Manual
- Program circular D-1 on Indian Local Government
- Program circular D-2 on District Councils
- Program circular D-3 on Band Core Funding
- Program circular D-4 on Band Operated Local Services
- Local Government Program Development Manual (B.C. Region)
- Local Government Finance Manual (B.C. Region)
- Guidelines for Band Councils (B.C. Region)

Classes of Records

INA-220
Band Management and Funds

Description: Band local services; legal opinions; orders-in-council; contribution arrangements; association support; policing; fire protection; bands funds; and recreation.

Housing Directorate

This Directorate provides assistance for individual Indians or to Indian band councils for individual Indians living on Indian reserves or designated Indian Settlements to apply for ministerial guarantees of individal housing loans or for band-owned rent-to-income housing projects. Also provides assistance for individual Indians living off-reserve to apply for housing loans and DIAND subsidies.

Manuals

- Program circular 57c on Indian Housing Programs
- P.C. 1980-2753 - Terms and Conditions Respecting the Housing of Individual Indians on Reserves
- P.C. 1981-810 - Terms and Conditions on Housing Regulations
- National Housing Act

- Off-Reserve Housing Regulations
- Rental Housing, (B.C. Region)
- Residential Rehabilitation Assistance Program (RRAP)
- Guidelines (B.C. Region)
- On-Reserve Housing Operating Manual (B.C. Region)

Classes of Records

INA-240
Housing

Description: Housing assistance for individual Indians or to Indian band councils. *Topics:* Housing loans; construction or renovations of houses on and off reserves or designated Indian settlements.

EDP System

- Indian Off-Reserve Housing System: Provides information on mortgages, foreclosures and forgiveness transactions for Indians (and Inuit) domiciled off reserves.

Capital Management Directorate

This Directorate develops facilities in Indian and Inuit communities geared to community health and safety needs such as: sewer, water, electricity, garbage collection, fire prevention services and road development. Also assists federally and band-operated schools and joint school agreements with the provinces.

Manuals

- Capital Planning Process (B.C. Region)
- How to Get Project Approvals (B.C. Region)

Classes of Records

INA-260
Community Services and Facilities

Description: Community Services and Facilities for Indian and Inuit communities. *Topics:* Community health and safety needs such as sewers, water, electricity, garbage collection, fire prevention services and road development, and school facilities.

Band Training and Advisory Services Directorate

This Directorate provides band members with the skills they need to manage band affairs and community-based socio-economic development activities, and to develop leadership potential in Indian communities.

INA-280
Training Indian Bands

Description: Training of Indian bands including course development, namely educational and local government management course.

Education and Social Development Branch

This Branch supports and funds activities that contribute to the long-term economic development of Indian communities and that assist individual initiatives by Indian entrepreneurs in such areas as agriculture, manufacturing and services, fishing and trapping, forestry, and arts and crafts. Assists Indian clients with, or helps them attain, a variety of services, including planning, technical assistance, and access to federal employment development programs. The Branch is divided in four Directorates: Social Development; Resource Development Impacts; Economic and Employment Development; and Education.

Social Development Directorate

This Directorate supports and funds activities that contribute to the long-term economic development of Indian communities and that assist individual initiatives by Indian entrepreneurs in such areas as agriculture, manufacturing and services, fishing and trapping, forestry and arts and crafts.

Manuals

- Regulations & Procedures Manual of Social Development (B.C. Region)
- Social Development Manual for Completion of Social Assistance Expenditures, Institutional Care and Child in Care Reports (B.C. Region)

Classes of Records

INA-300
Social Development

Description: Covers subjects relating to social development of Indians including assistance and services provided to Indian individuals, namely income support, family and children's services, rehabilitation.

EDP System

- Social Assistance System: Provides financial information on social assistance extended to Indians.

Resource Development Impacts Directorate

This Directorate helps Indian communities deal with the social, economic and environmental impact of major industrial projects, such as hydro dams, heavy oil extraction, coal and metal mining and pipelines.

INA-320
Resource Development

Description: Hydro dams; heavy oil extraction; coal and metal mining; pipelines; structural minerals.

Economic and Employment Development Directorate

This Directorate assists Indian people in developing managerial skills and helps to create economic opportunities for Indian people and communities. It manages programs to assist Indians in identifying opportunities, in evaluating resources available to them and in developing community and individual potential. Economic development programs assist Indians in taking over the management of their economic affairs and in utilizing their full potential.

Manual

- Indian Economic Development Program Desk Book (B.C. Region)

Classes of Records

INA-340
Economic Development

Description: The planning and developing of programs, surveys, studies and research designed to identify and demonstrate the importance of certain factors in the promotion of economic development affecting the Indian and Inuit communities. *Topics:* Agriculture; arts and crafts; employment; financial programs; natural resources.

INA-360
Employment Development

Description: Subjects relating to community employment programs for Indian communities and employment-work programs and opportunities.

Education Directorate

This Directorate ensures that Indian children have access to elementary and secondary schooling throughout the ordinary school years; and administers kindergartens and supports Indian students in extensive vocational training and academic education beyond high school. It operates student residences, administers a boarding home program and provides counselling. It assists cultural education centres and provides grants to Indian writers and artists.

INA-380
Education

Description: Subjects relating to educational programs for meeting the educational needs of Indian and Inuit people. They include assistance to students, educational programs, surveys and studies, development of training courses.

EDP Systems

- Indian Education System: Records personal statistical information about every Indian student in the country, such as, current grade, location and school leaving, thus providing a history of individuals' movements through schools.
- Continuing Education Information System: Provides statistical and financial information on Indian students in post secondary institutions receiving educational assistance through the Department.

Program Planning and Policy Co-ordination Branch

This Branch manages the process of operational planning with respect to program activities by providing direction to regions in the development of operational plan; ensuring that activities of program branches are consolidated into operational plans, including the development of appropriate monitoring, reviewing and reporting systems; and ensuring that policy developments, federal government agreements and external projects and activities are included in the operational planning process. The Branch is divided into three Directorates: Policy Co-ordination and Band Government; Program Planning; and Program Services.

Policy Co-ordination and Band Government Directorate

This Directorate develops and co-ordinates policies and initiatives to assist bands to become self-governing and to encourage Indian community-based development. It is also the central focus in the Department for matters relating to revisions of the Indian Act and the development of legislation for enabling Indians to attain self-government.

INA-400
Policy Co-ordination and Band Government

Description: Co-ordination of Indian band government policy and claims settlement, drafting of Indian band government legislation and revision of the Indian Act. *Topics:* Local Indian Government policy co-ordination (e.g. District Councils); Indian Act revision; Indian Band Government Legislation; claims settlement co-ordination (e.g. James Bay).

Program Planning Directorate

This Directorate provides the Indian and Inuit Affairs Program's input into the Department's directional plan; develops and monitors the program's operational and work plans; and develops management and organizational systems for the program.

INA-420
Program Planning

Program Services Directorate

This Directorate is responsible for the areas of project management, Treasury Board submissions control and manual development, secretariat and reference centre functions for headquarters and regional offices; and manages and/or undertakes independently, projects as directed by the Director General, Program Planning and Policy Co-ordination Directorate that result in discussions and negotiations with senior officials of bands and associations, private industries and other government agencies and departments. Also responsible for maintaining and exhibiting the Contemporary Indian Art Collection.

INA-440
Statistical and Reference Manual

Description: Statistics, Genealogy for Indians, history of the Canadian Indian and Inuit. *Topics:* Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; genealogical and related historical information; Orders in Council; Treasury Board Minutes and Circulars; Program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports.

INA-460
Regional Desk Books/Band Fact Sheets

Description: The Regional Desk Books are compendiums of current band and regional information, compiled and updated regularly by the unit from existing information systems. *Topics:* Statistical information relating to band population; housing; facilities; socio-economics; education; grants/contributions; band funds; communication/transportation; regional profiles of departmental organization and officials; financial summary; native organizations; regional maps.

Northern Affairs Program

The Northern Affairs Program assists the social, cultural, political and economic development of the Yukon and the Northwest Territories, with particular emphasis on the needs of native northerners and the protection of the fragile northern environment. It carries out these responsibilities directly, as well as through the auspices of the governments of the Yukon and the Northwest Territories. Northern Affairs Program activities are directed toward assisting the territorial government (with federal funding support) to provide services to northern residents, to protect and enhance the northern environment and develop northern recreational opportunities; managing the natural resources of the North and stimulating economic development and employment opportunities for northern residents; co-ordinating all federal government activities in the two territories; and further developing structures of self-government in the North.

The Program consists of three main areas of activity: Northern Policy and Programming; Northern Environment; and Northern Resources and Economic Planning.

The Program has a Public Affairs Manager in its Yukon and Northwest Territories Regional Offices.

Mailing Address:

Northwest Territories Region
(Northern Affairs Program)
4914 - 50th Street
Bellanca Bldg.
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
Telephone: (403) 920-8188

Yukon Region
(Northern Affairs Program)
200 Range Road
Whitehorse, Y.T.
Y1A 3V1
Telephone: (403) 668-5151

Northern Policy and Programming Branch

This Branch provides the focus within the Department for interdepartmental efforts to co-ordinate federal and territorial policies and programs affecting Canada's North. Responsible for policy development and evaluation, northern research, and special social, cultural and economic development programs for Northern Inuit. The Branch is divided into three Directorates: Northern Policy and Program Review; Northern Co-ordination and Social Development; and Hydrocarbon Development.

Northern Policy and Program Review Directorate

This Directorate examines major selected issues and proposed policy positions relating to the Department's responsibilities regarding northern affairs. Analyses and advises on broad policy issues and leads study groups for special assignments relating to policy matters. Provides and co-ordinates a staff for the Advisory Committee on Northern Development.

Manual

- Annual Northern Expenditure Plan Procedures Manual

Classes of Records

INA-500
Policy Development

Description: Policy analysis and policy development. *Topics:* General range of policy issues relating to the federal responsibility in the North.

INA-520
Program Plans and Planning

Description: A complete source of information on all aspects of government activity in the Yukon and Northwest Territories. *Topics:* Long-range planning; operational planning and plans; strategic planning, work plans and government activities in the north by departments and agencies.

EDP System

- Expenditure System: Produces actual forecast and planned expenditures based on budget allocations, transfers received or disbursed, grants and contributions, loans, salaries by agencies operating in the North from the 1973-74 fiscal year to the present.

INA-540
Advisory Committee on Northern Development

Description: The support of the Advisory Committee on Northern Development. *Topics:* Sub-committees on communications, science and technology, transportation, finances employment of Native northerners, northern training programs, agendas, minutes.

Northern Co-ordination and Social Development Directorate

This Directorate plans and recommends federal policies concerning the constitutional development of the Yukon and Northwest Territories. Monitors and analyses territorial legislation and programs, provides a contact point for the territorial government and develops policies and procedures for federal-territorial fiscal relations. Provides specialist services in matters of Inuit culture, language, communications, art and business. Also, has a northern research unit with roles in science support and scientific advice on matters of priority and concern to the Northern Program.

Classes of Records

INA-560
Territorial Government Administration

Description: Plans and policies for the administration and development of the Yukon and Northwest Territories governments. *Topics:* Councils of the Yukon and Northwest Territories — debates, elections, members, rules, territorial ordinances and legislative programs. Public ordinances arranged by individual ordinance.

INA-580
Federal-Territorial Agreements and Arrangements

Description: Agreements and arrangements with the Yukon and Northwest Territories.

INA-600
Cultures and Customs

Description: The cultures and customs of Inuit people. *Topics:* Arts and crafts — production, collection, conservation, exhibitions, trademarks, Inuit artists' biographies; Inuit orthography; language and dialect; Inuit music; books and publications about and by Inuit.

INA-620
Health and Social Services

Description: Health services and social services provided or available to native people in the North. *Topics:* Hospitals and nursing stations.

INA-640
Education

Description: Educational programs designed to raise the educational level of the native people of the North. *Topics:* Adult education — educational assistance; special and vocational training; language training; teachers and teaching; counselling and guidance; facilities and transportation.

INA-660
Justice and Law Enforcement

Description: Appointments of judges; justice of the peace; police magistrates; juvenile delinquents; vandalism; police services; legal aid; prisons and prisoners; studies, surveys, reports and statistics.

INA-680
International Affairs and Relations

Description: International affairs and relations with foreign countries. *Topics:* Arctic science co-operation; human rights; marine science.

INA-700
Cultural Grants

Description: Grants to outside organizations and individuals for the advancement of the Inuit culture. *Topics:* Exhibit opening and catalogues, arts and crafts, study tours and workshops, arts, music, theatre, dance, films, literature, languages, newspapers, anthropological, sociological studies and tours.

INA-720
Scientific Training Grants

Description: All applications made since 1963 by the various Canadian Universities in the Northern Scientific Training Grants Program. *Topics:* Training grants; Northern research.

INA-740
Northern Laboratories

Description: Information pertaining to the labs program; its daily management, annual use of the labs. *Topics:* Igloolik Resource Centre; Inuvik Resource Centre.

Hydrocarbon Development

This organization is responsible for the public review of all hydrocarbon transportation projects north of 60° both by land or by sea. As such, it provides the focal point within the department for the public review of hydrocarbon transportation applications north of 60°.

Manual

- 1972 Pipeline Guidelines

Classes of Records

INA-760
Pipelines

Description: The use of pipelines or tankers in the transportation of oil and gas. *Topics:* Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline.

INA-780
Tankers

Description: The use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands. *Topics:* Dome Petroleum; Beaufort Sea developments; Arctic Pilot Project; Norman Wells Project; Trans Canada LNG Project.

Northern Environment Branch

This Branch co-ordinates and develops policies, plans and regulations to protect the environment of the Yukon and Northwest Territories and the adjacent offshore regions, and sponsors applied research in this field. Develops the policy framework for environmental assessment of northern development and engineering on the northern environment. Manages land, forest and water resources north of 60°, administers surface rights and environmental regulations for northern Crown lands; and controls the use of land and water for hydro power developments on federal lands north of 60°. The Branch is divided into two directorates: Northern Environment Protection and Northern Renewable Resources.

Northern Environmental Protection Directorate

This Directorate co-ordinates, develops and recommends policies, plans and regulations for environmental protection in the Yukon and Northwest Territories and in the adjacent offshore regions. Reviews and assesses major offshore and onshore resource development proposals and engineering undertakings and makes recommendations for appropriate environmental terms and conditions to be incorporated in departmental permits and licenses. Directs an applied research program and serves as a link between the Northern Affairs Program and the Federal Environmental Assessment and Review Office.

Manual

- Environmental Screening Guidelines

Classes of Records

INA-800
Environmental Protection

Description: The environmental protection of the Canadian north. *Topics:* Pollution and pollutants of air, land and waters; pollution causes - garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offences and violations of environmental laws.

INA-820
Wildlife

Description: Animals - diseases, furs, hides, hunting, hunting licenses and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds - diseases, licenses, traps, regulations, studies and surveys; fish - culture, diseases, licenses, regulations, studies and surveys, reports; insects.

Northern Renewable Resources Directorate

This Directorate is responsible for the planning, conservation and management of the inland water resources of the Yukon and Northwest Territories and the arctic sea waters adjacent to the mainland and islands of the Canadian Arctic. It regulates water use and licenses hydro electric power developments on federal lands north of 60°. It is also responsible for the protection, conservation and management of surface rights in Crown lands in the territories. It also conducts biophysical land resource inventories, regulates the surface use of land and controls the disposition of granular materials. As well, the Directorate is responsible for the protection and management of northern forest resources including the cutting and removal of timber on territorial lands.

Manuals

- Fire Management Manual - N.W.T.
- Fire Management Manual - Y.T.
- Territorial Lands Act (Yukon Region)
- Territorial Lands Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Land Use Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Quarrying Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Timber Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Yukon Forest Protection Ordinance (Yukon Region)
- Northern Inland and Waters Act and Regulations (Yukon Region)

Classes of Records

INA-840
Lands

Description: The protection, conservation, management and administration of territorial lands under the control of the Department. *Topics:* Territorial lands, legislation, land use-operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian Reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; townsites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. Special Access Note: Claims arranged by individual claims. Arctic land use projects arranged by project name.

EDP System

- Land Transaction System: Contains information on land disposition, including leases, sales agreements, permits and reserve lands.

INA-860
Water Resources

Description: Control, development and management of water resources in the North. *Topics:* Hydro power; hydrometric network; meteorological and water quality networks; licenses; regulations; studies and surveys; licenses arranged by location.

INA-880
Forestry

Description: Control, development, management and protection from fire of forest resources in the North. *Topics:* Logs and logging; timber - cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and accident prevention and safety programs; forest fires - agreements, behaviour, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. Special Access Note: Permit information is available by permit number, name of permittee or location covered by the permit.

Northern Resources and Economic Planning Branch

This Branch is responsible for managing the federal government's proprietary interests in non-renewable resources (including minerals) north 60°; for developing policies and programs for northern road infrastructure; and for reviewing and advising on northern development strategies, policies and plans. Develops statistical data and analyses for northern economic planning activities. Formulates and co-ordinates development plans for particular regions in the North. Implements, in co-operation with the Territories, programs to provide equality of opportunity for northern residents. The Branch is divided into four directorates: Northern Non-renewable Resources; Northern Economic Planning; Northern Roads and Airstrips Directorate; and Socio-Economic Agreements.

Northern Non-Renewable Resources Directorate

This Directorate manages the mineral resources of the Yukon and Northwest Territories through the development and implementation of policies, programs, regulations and legislation designed to encourage and provide for the orderly exploration, development and conservation of the North's mineral resources.

The Directorate is also responsible for the management of the oil and gas resources through co-ordination with the Canada Oil and Gas Lands Administration, to ensure that northern policy objectives and concerns continue to be met.

Manuals

- Canada Oil and Gas Act
- Canada Oil and Gas Land Regulations
- Canada Oil and Gas Drilling Regulations
- Canada Mining Regulations
- Yukon Placer Mining Act (Yukon Region)
- Yukon Quartz Mining Act (Yukon Region)
- Territorial Coal Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Dredging Regulations (pursuant to the Territorial Lands Act) (Yukon Region)
- Territorial Mining Safety Ordinance and Regulations (Yukon Region)
- Territorial Blasting Ordinance and Regulations (Yukon Region)

Classes of Records

INA-900
Mining

Description: The disposition and maintenance of mineral rights in the North. *Topics:* Accidents — prevention and safety; claims; coal; companies; dredging; exploration; experts; geology; inspections; maps and charts; prospecting and prospectors; placer mining (panning);

quartz mining; recorders and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licenses; mineral production royalties; technical exploratory work reports. N.B. Prospecting permits arranged by individual and company name. Placer and quartz dispositions should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging dispositions should be identified by locality and owner.

INA-920
Mining Engineering and Inspection

Description: The administration and enforcement of mine safety legislation in Yukon. *Topics:* Inspection reports on mining safety, electrical safety, and occupational environment, miners' medical certificates, blasting and magazine permits and mine rescue certificates. Arranged by: Name, owner and location of mine.

INA-940
Exploration and Geological Services

Description: Production and dissemination of geological information on Yukon. *Topics:* Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also specialized libraries for air photos and drill core. Special Access Note: Locality, name and owner of mineral property; publication title, author and publisher.

Northern Economic Planning Directorate

This Directorate directs and advises on formulation of economic development policies and strategies for the North; directs economic and financial analysis of resource development projects; and advises on broad mineral and energy policies. Also advises on transportation and communication policies and projects. Advises on initiatives relating to the development of the native economy. Administers a comprehensive data management program that collects, compiles and interprets socio-economic information pertaining to the northern territories; provides statistical analysis.

INA-960
Economic Development

Description: Planning and development of programs to encourage economic development in the Canadian North. *Topics:* Agriculture; boating industries; northern businesses and co-operatives; communication systems; employment and labour; fishing; forestry; industrial development - funds, loans; minerals; oil and gas; recreation and tourism; taxation and royalties; transportation - air, railways, roads, water; lands - airports and airstrips, roads; energy, population growth and structure; northern native relocation; social aspects of employment.

INA-980
Socio-Economic Data Management

Description: Collection, compilation and statistical interpretation of socio-economic data pertaining to the territories. *Topics:* Economic accounts; socio-demographic studies; native affairs; industry sector information; general economic development.

Northern Roads and Airstrips Directorate

This Directorate's function is to plan and manage a new roads program in the two territories, taking into account economic, environmental and social impacts, and the effect of new roads on regional plans.

INA-1000
Northern Roads Program

Description: The planning and managing of a new roads program in the two territories taking into account economic, environmental and social impacts. *Topics:* Environmental studies; socio-economic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation. Special Access Notes: Arranged by road or highway title and subdivided according to construction sub-activity or consideration.

Socio-Economic Agreements Directorate

The Directorate directs and advises on programs of general development agreements with the territorial governments and DRIE (formerly DREE) to promote economic development; and socio-economic agreements with the mining and petroleum industries to maximize benefits to northern natives while minimizing negative impacts.

INA-1040
Manpower

Description: Manpower information on Northern projects (present, proposed), employers; socio-economic aspects of Northern development. *Topics:* Employment and recruiting; counselling; unions; studies, surveys, reports and statistics; memoranda of understanding; employment and recruiting arranged by company.

Canada Oil and Gas Lands Administration (COGLA)

The Canada Oil and Gas Lands Administration (COGLA) has been established to administer the federal regulation of oil and gas exploration and development on Canada Lands. It is the principal point of contact for proponents respecting operational matters. COGLA, on behalf of the Minister of DIAND, negotiates exploration agreements, grants permits for drilling work, inspects drilling operations and negotiates related Canada benefits plans for northern activity. The Administrator of COGLA reports to the Deputy Ministers of EMR and DIAND. Policy direction is provided by the Policy Review Committee, which includes senior personnel from both EMR and DIAND thereby ensuring that oil and gas administration is consistent with both northern and energy policies.

General information on the Canada Oil and Gas Lands Administration may be made in person, by telephone or in writing at the following addresses:

Mailing Address

Administrator
Canada Oil and Gas Lands Administration
Department of Indian Affairs and Northern Development
Ottawa, Ontario
K1L 6S4

Location

Canada Oil and Gas Lands Administration
Tower B, 355 River Road
Vanier, Ontario
K1L 6S4
Telephone: (613) 993-3760

Canada Oil and Gas Lands Administration

This organization administers referenced legislation for the Minister (INA) with respect to his jurisdiction for Canada Lands in the Yukon, the Northwest Territories, and the adjacent offshore areas, and for the Minister (EMR) with respect to his jurisdiction for

Canada Lands offshore the East Coast, the West Coast, in the Hudson Bay - Hudson Strait Region (jurisdiction delineated by line of administrative convenience defined in Schedule —VI—, Canada Oil and Gas Land Regulations), and onshore in federal public lands other than in the Yukon and Northwest Territories.

The Administrator of this organization maintains separate records and accounts of the oil and gas rights and associated expenditures and revenues (fees, rentals and royalties) and Environmental Studies Revolving Funds respectively under the jurisdiction of the Minister (INA) and of the Minister (EMR).

Classes of Records

INA-1100

Oil and Gas Lands

Description: The control, development and management of oil and gas lands in the North. *Topics:* Various oil and gas companies, agreements, leases, licenses and permits, records and statistics. Special Access Note: The name of the company should be included with each request.

EDP System

- Oil and Gas, Land Use and Land Accounting System: A large and complex system which maintains records of oil and gas land rights and associated financial information on the issuing of rights for oil and gas exploration and development in the North.

INA-1120

Oil and Gas Resources Evaluation

Description: The control, development and management of oil and gas in the North. *Topics:* Oil and gas exploration, evaluations, geology, geophysics, wells; studies and research, surveys, reports, statistics.

EDP Systems

- Oil and Gas Operations System: Contains geological well data, technical report data and financial information on Northern projects identified by lease or permit number.
- Oil and Gas Velocity Analysis System: Contains seismic shot point data and analyses of velocity trends thus providing capability for determining optimum locations for drilling wells.

INA-1140

Oil and Gas Engineering

Description: The control of drilling, production, conservation and transportation activities with respect to oil and gas development in Northern Canada. *Topics:* Committees; oil and gas accidents; accidents - prevention and safety; companies; engineering; engineering - drilling offshore, drilling onshore, drilling wells, drilling authorities, production systems, reservoirs; oil and gas regulations; reports; oil and gas research, spills, surveys and studies, transportation pipeline.

EDP System

- Oil and Gas Engineering and Geological Well Data System: A system which maintains engineering and production data for approximately one thousand oil and gas wells in the North.

Office of Native Claims

The Office of Native Claims was established within the Department in 1974 to deal with the increasing number of native claims being presented to the federal government. The claims are described as either specific or comprehensive. Specific claims are based on grievances that Indian people might have about the federal government's past administration of Indian lands and other assets under the various Indian Acts affecting Indians and reserve lands, and about the government's fulfillment or interpretation of the Indian treaties. Comprehensive claims are based on grievances of Indians, Inuit and Métis pertaining to the loss of their traditional use and occupancy of lands in those parts of Canada where any native rights based on such traditional use and occupancy have not been extinguished by treaty or superseded by law.

The Office of Native Claims represents the Minister and the federal government as the focal point for both specific and comprehensive claim negotiations with native groups across the country. It also reviews claims that have been presented to the government, in order to identify and analyse the legal, historical and factual elements relating to the claims.

Office of Native Claims

The Office of Native Claims is responsible for representing the Minister and the Department in both comprehensive and specific claims negotiations with native groups. Conducts the basic research and policy development and conducts negotiations ranging across social, legal, economic and political factors. Formulates policy positions and recommendations requiring close liaison and consultation within the federal government, with provincial and territorial governments, native associations, special consultants and experts. Devises a negotiation strategy and the correlation of advice and recommendations from several key federal departments including Justice and Finance, and of provincial and territorial governments concerned.

INA-1200

Native Claims

Description: Comprehensive and specific claims processing and negotiations. *Topics:* Claims issues and negotiations, policy positions, compensation of claims, claims process, eligibility of groups submitting claims obligations, rulings, decisions and precedents, hiring of consultants to conduct various services related to native claims.

Administration Area

The Administration area is responsible for the provision of policy and direction and central advisory and administrative services to the Indian and Inuit Affairs Program, the Northern Affairs Program, Corporate Policy Group and Office of the Native Claims. In terms of the Department's internal organization it comprises Finance and Professional Services, Communications Branch, Personnel Branch, and Departmental Audit Branch.

Finance and Professional Services

Finance and Professional Services is responsible for improving the management of the Department's financial resources and assisting departmental managers to develop the tools and methodologies they need to manage and operate more efficiently and effectively in order to meet government objectives; it consists of the following components.

Resource Planning and Analysis Directorate

This Directorate provides information and advice on all matters related to resource planning and utilization. Its functions include the co-ordination of the financial planning, budgeting and management reporting activities of the Department and the development and implementation of policies, systems and procedures to assist managers in the efficient and effective utilization of resources.

EDP System

- Person-Year Control System: Contains information on departmental person-year allocation and related budget.

Departmental Accounting Operations Branch

This Branch is responsible for the accounting systems and accounting operations in the programs of the Department. It develops new or improved financial and accounting policies, guidelines, systems and procedures and advises senior management and financial staff on the application of such improvements by directing the financial management training function.

EDP Systems

- Budgetary Control System: Contains all requisite financial information (viz. budget and cash allotments and expenditures) to identify the balance for any specific departmental function or project.
- Expenditure Accounting System: Contains expenditure data from the Budget Control System and provides a wide range of reports for management.
- Energy Purchases Data Capture Reporting System: Contains financial information re energy purchased vs. energy consumed.
- Supply and Services Canada/Expenditure Accounting System Reconciliation Sub-System: Contains coded financial information from the departmental Expenditure Accounting System and financial systems of Supply and Services Canada.
- Project Accounting System: Provides financial and project status information on capital projects.
- Machine Readable Interface: Contains expenditure transaction information compiled for the Budget Control System and Supply and Services Canada systems (e.g. payment, journal vouchers, receipts).
- Indian Lease Billing System: Contains information on accounts receivable for all funds derived from the leasing of reserve lands.

Headquarters Financial Services

Headquarters Financial Services is responsible for recording the transactions and reporting the financial implications of all financial decisions taken by managers at headquarters. In doing so, it uses the computerized Budgetary Control System, implemented on April 1, 1978, which provides managers with the financial systems they need to carry out their operational duties.

Management Services Branch

The Management Services Branch is mandated to develop the tools - and to provide assistance to managers - that will provide more effective and efficient management. It also provides the Department's central administrative services, information systems, management services and data processing services.

EDP Systems

- Automated Distribution Account System: Contains an inventory of all office equipment, furniture, within the Department.
- Infotheque Data Storage and Retrieval System: Contains textual information in any form with a retrieval capability (based on key words).
- Library Periodical Ordering System: Contains all publishing and expenditure information necessary to control and reorder the several thousand periodicals used within the Department.
- Materiel Management Inventory System: Contains an inventory of office supplies, forms and publications used by the Department.
- Information Systems Directorate Control System: Contains a list of all departmental magnetic tape files, chronology of use and identification of costs incurred.
- Information Services Inventory System: Contains an inventory listing of the 2,000 (plus) departmental publications.
- Manpower Utilization System: Contains person-year data including positions and budget broken down by responsibility centre, activity, program and region.

Technical Services and Contracts Branch

This Branch is responsible for the technical planning, design, procurement, project management, technical operation and maintenance and contracting for real property facilities and other capital assets by developing policies, standards, guidelines and systems related to these responsibilities; provision of technical advisory services; implementation of capital projects; fire protection and prevention; construction safety and management of national programs with a high technical content. The Branch is divided into two Directorates: Professional Services; and Contracts and Services.

Manual

- Engineering, Architecture and Contracts Manual (DRM 10-7)

Professional Services Directorate

This Directorate manages the provision of professional technical services in the fields of engineering, architecture, landscape architecture, physical planning and other technical support fields which are inherent in the life cycle management of real property and other capital assets and includes technical planning, design, procurement, project management, technical operations, maintenance, development and implementation of technical systems and information and technical advisory services.

Manuals

- Property for School Facilities on Indian Reserves (B.C. Region)
- Minister's Responsibility Construction Activities on Indian Reserves & Lands (B.C. Region)
- Terms of Reference to Project Officer (B.C. Region)

- Guideline for Project Completion Report DRM No-7/42.7 (B.C. Region)

Classes of Records

INA-1300
Buildings, Lands and Properties

Description: Includes the technical planning, design, construction of, procurement or contracting for project management, alteration or repair of technical operation and maintenance, fire prevention and safety, energy conservation for buildings; utilities, electrical, gas, heating systems, garbage disposal, water and sewage systems; roads and bridges; grounds and certain equipment.

Contracts and Services Directorate

This Directorate manages the development and delivery of the contracting process as performed by the departmental contract units including such activities as tender call, requests for proposals, review of responses, contracts award, claims, disputes and contract administration covering construction, consulting and non-consulting contracts; management of national programs with high technical content; promulgation of technical information; fire protection and prevention; mapping, photogrametry and cartography.

INA-1320
Contracts - Technical Documents and Records

Description: Construction and service contracts, hiring of consultants. *Topics:* Technical reports, engineering and architectural drawings and specifications for certain existing departmental assets across Canada.

Management Improvement Project

The goal of the Management Improvement Project is to improve planning and control through the design and implementation of more effective planning and control procedures and streamlining of information systems throughout the Department.

INA-1340
Management Improvement

Description: Includes records relating to the development of improved planning and control systems throughout the Department. *Topics:* Management improvement studies, work simplification, office surveys, management information systems, operational performance measurement systems.

Communications Branch

This Branch is responsible for defining departmental communications objectives; sets standards for communication; establishes an annual communications plan; provides communication quality control; provides functional direction to program communications staff; provides advice and a communications service to the Minister, the Deputy Minister and senior management.

INA-1360
Communications

Description: Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, strategy development and programming. *Topics:* Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; government/departmental communications guidelines, services, requirements; special communications events; media evaluations; public, and media and government requests for information; Information Services Institute, communications planning for Cabinet; information on departmental mandates, objectives, programs and activities.

Personnel Branch

The main responsibilities of the Personnel Branch are to advise the Deputy Minister with regard to the management of the Department's personnel resources; to formulate the personnel administration program in the Department; to develop policies and programs designed to enhance the Department's performance in personnel administration and human resources utilization; to provide support, advice and functional guidance to senior managers and regional personnel officers in relation to the implementation of personnel administration policies, programs and procedures; to monitor and evaluate personnel administration activities within the Department; and to ensure the quality, effectiveness and statutory compliance of the personnel administration services provided to managers throughout the Department. These services include classification, compensation and benefits, employee health and safety; staffing and human resources planning; staff training and development; staff relations; native employment; equal opportunities for women, Francophones and handicapped; official languages and employee assistance programs.

EDP System

- Departmental Personnel Information System: Contains personnel data on all departmental employees with specific focus on positions.

The Departmental Audit Branch

The Departmental Audit Branch provides the Deputy Minister and his management team with an assessment of the Department's operations and the integrity with which public funds are acquired and expended. The Branch performs a variety of functions including the development and implementation of a departmental audit policy and program; co-ordination and execution of all departmental audit operations (except Band audits); and co-ordination of contact with and of all audit matters emanating from the offices of the Auditor General, Comptroller General and other central agencies.

Background

When the Department of Industry, Trade and Commerce was formed in 1969, it was given the broad mandate of assisting in the development and support of the Canadian economy. The Parliamentary Act establishing the Department said, in part: —The duties, powers and functions of the Minister of Industry, Trade and Commerce extend to and include ..... manufacturing and processing industries in Canada, tourism, and trade and commerce generally.—

The objective of the Department is to further the growth, productivity, employment opportunities, and prosperity of the Canadian economy through the efficient development of Canada's manufacturing and processing industries, and the expansion of trade and tourism.

The Department of Industry, Trade and Commerce is in the process of being reorganized as a result of a plan announced in early 1982. As part of this plan, a Department of Regional Industrial Expansion is to be created through the amalgamation of the regional programs of the Department of Regional Economic Expansion (DREE) with the industry, small business and tourism components of the Department of Industry, Trade and Commerce. Also, in recognizing that international trade is an activity based on all sectors of the Canadian economy and requires greater emphasis in the conduct of Canada's foreign relations, the trade side of the Department of Industry, Trade and Commerce is being amalgamated with the Department of External Affairs. Other government measures see the Department of Consumer and Corporate Affairs assume responsibilities for the Metric Commission and the Standards Council of Canada, and the Department of External Affairs assume responsibilities for the Export Development Corporation and the Canadian Commercial Corporation.

Laws and Regulations:

- Federal Business Development Bank Act
- Foreign Investment Review Act - Foreign Investment Review Regulations
- Industry, Trade and Commerce Act - Automotive Manufacturing Assistance Regulations; Canada Cycle and Motor Company Limited Enterprise Development Regulations; Canadian Industrial Renewal Regulations; Consolidated Computer Inc. Adjustment Assistance Regulations; Consolidated Computer Inc. Enterprise Development Regulations; Enterprise Development Regulations; Footwear and Tanning Industries Assistance Regulations; General Adjustment Assistance Regulations; Pharmaceutical Industry Development Assistance Regulations
- National Design Council Act
- Small Businesses Loans Act - Small Businesses Loans Regulations
- Textile and Clothing Board Act

Organization

The Department of Industry, Trade and Commerce is organized into the following main groups: Finance; Industry and Commerce Development; Policy; Tourism and a Staff Group. (These groups are subject to change as a result of the departmental reorganization referred to above.)

The Finance group manages the Department's finances and is responsible for the central departmental administrative services. It comprises nine organizational units: Small Business Secretariat; Programs Branch; Corporate Analysis Branch; Financial Policy and Liaison Branch; Corporate Financial and Systems Branch; Corporate Resource Management Branch; Administrative Services Branch; Import Analysis Directorate; and the Business Opportunities Sourcing System. The functions of each unit and the classes of records it holds are described subsequently.

The Industry and Commerce Development group encourages and assists Canadian industries to achieve efficient and sustained growth in the production of goods and services and assists these industries to adjust to changes in the domestic and international economic environments. Through incentive and other assistance programs it helps Canadian industry to develop new products and processes, to increase productivity, and to achieve international competitiveness. The group consists of 14 organizational components. In addition to the specialized functional expertise provided by the Technology Branch, Design Canada, the Energy Group and the Office of Industrial and Regional Benefits there are 10 branches covering the principal manufacturing, processing and service industries: Aerospace and Marine Branch; Surface Transportation Branch; Electrical and Electronics Branch; Machinery Branch; Textiles and Consumer Products Branch; Chemicals Branch; Food Branch; Resource Industries Branch; Grains Marketing Office; and Office of Service Industries. The function of each unit and the classes of records it holds are described subsequently.

The Policy Group co-ordinates and integrates the policy work of the Department and conducts various analytic studies in support of the Department's aims and objectives. It comprises two organizational components: the Office of Policy Co-ordination and the Office of Policy Analysis. The functions of each Office and the classes of records held are described subsequently.

The Canadian Government Office of Tourism, the Tourism group, co-ordinates the promotion of travel to and within Canada and assists in the development of the Canadian tourism industry. It is responsible for planning and developing tourism policy and for establishing a tourism data base. The group comprises two branches: the Tourism Marketing Branch and the Tourism Development Branch. The function of each branch and the classes of records it holds are described subsequently.

The Staff Group carries out staff functions in support of departmental management. It includes five organizational units: Corporate Planning Branch, Office of Departmental Review, Personnel Branch, Public Information Directorate and the Departmental Secretariat. The functions of each unit and the classes of records it holds are described subsequently.

Main ITC Programs

Not long after the Department of Industry, Trade and Commerce was formed, it was decided that the Department should base its operations on three main programs which are: the Trade-Industrial Program, the Tourism Program, and the Grains and Oilseeds Program.

Trade-Industrial Program

This program has the largest of the Department's budgets and, in terms of emphasis, is its largest activity. Its main objective is to achieve efficient and sustained growth in the production and trade of Canadian goods and services. It works to help Canadian industries adjust to changes in both the domestic and international marketplaces.

The program also has three sub-objectives:

(1) to improve the performance and the international competitive

position of Canadian industries, (2) to increase the total effective market for goods and services produced by the Canadian economy, and (3) to assist all sectors of Canadian society in an orderly conversion to the International System (SI) of metric units in a manner consistent with the main objective of the Trade-Industrial Program.

Tourism Program

The main objective of the Tourism Program is to sustain the orderly growth of tourism in Canada.

Like the Trade-Industrial Program, the Tourism Program is closely involved with the private sector and recognizes the need to stimulate industrial growth. Co-ordination of the tourism development activities of the federal and provincial governments, as well as the private sector, is a priority of the program.

Grains and Oilseeds Program

The objective of this program is to maintain an orderly market system for Canadian grains and oilseeds and to expand markets for these products.

The program provides market intelligence and other services. Financial incentives are offered for product improvements, and assistance is given in marketing these products. The program is also concerned with grains and oilseeds policy negotiations.

Management of the program comes under the authority of the Minister responsible for the Canadian Wheat Board but the Minister of Industry, Trade and Commerce is responsible for administering payments made under the program and for its marketing operations.

Assistance Programs

In support of its three main programs the Department of Industry, Trade and Commerce has developed a wide range of incentive programs to help Canadian businesses identify and develop markets for their products and services and to assist in financing sales.

Co-Operative Overseas Market Development Program (COMD)

The Co-operative Overseas Market Development Program seeks to stimulate integrated growth and diversifies the market base of the wood products industry in British Columbia by increasing offshore exports of lumber, plywood and other wood products. The program is the result of a co-operative agreement among the federal government, the province of British Columbia and the Council of Forest Industries of British Columbia.

Credit Reinsurance Program

The Credit Reinsurance Program helps small and medium-size businesses obtain loans by sharing the risk of the companies which insure such loans. It is designed to assist manufacturing and processing businesses making investments in land, buildings or equipment through long-term funding insurance.

Through the program, private insurance companies will be established under existing federal legislation in order to offer 100 per cent insurance on loans made to small and medium-size companies by eligible lenders. The loans, in the $1 million to $5 million bracket, will, in turn, be reinsured by the federal government.

Defence Industry Productivity Program (DIPP)

The Defence Industry Productivity Program provides financial assistance to industrial firms involved in the production of defence or defence-related products for export.

Under the program, assistance is available for three major types of projects: (a) the research and development of products for export purposes, (b) acquisition of modern machine tools and other advanced manufacturing equipment to meet exacting military standards, (c) pre-production expense involved in establishing manufacturing sources in Canada for defence or defence-related export markets.

Costs of selected projects are equally shared by the Department and the firm concerned, and, in some instances, by the governments of other NATO countries. The form and amount of the assistance depends on the needs of the company and the potential of the project.

Enterprise Development Program (EDP)

The Enterprise Development Program is designed to assist small and medium-size firms undertaking relatively high risk innovative or adjustment projects.

Eligibility for assistance basically depends on the viability of the project and the applicant's business operation, the need for assistance, and the nature of the industry involved. EDP provides support by sharing project costs or providing insurance on term loans on a last resort basis. Assistance is available in several forms, including: (a) contributions to develop proposals for projects available for assistance, (b) contributions to identify new projects, (c) contributions for product development, (d) contributions for product design, (e) contributions to manufacturers to study productivity improvement, (f) loans and loan guarantees for reorganization (e.g., plan expansion, equipment modernization), (g) special purpose forms of assistance (e.g., assistance to facilitate mergers and acquisitions, restructuring assistance for the footwear and tanning industries, and contributions to assist the development of new pollution control and abatement technologies).

Industrial and Labour Adjustment Program

Four federal government institutions, Employment and Immigration Canada, Labour Canada, the Department of Regional Economic Expansion, and the Department of Industry, Trade and Commerce participate in the Industrial and Labour Adjustment Program.

As its part of the program, the Department of Industry, Trade and Commerce provides assistance to manufacturing and processing firms undertaking projects to establish, expand or restructure operations in designated communities. The major thrust is to encourage firms to undertake viable capital projects in designated Canadian communities in response to serious industrial dislocation situations.

The principal focus is on promising small and medium-sized manufacturing and processing firms prepared to undertake projects which would not otherwise be undertaken. Communities are designated by the government for a one-year period, with a possibility of two six-month extensions. Assistance is provided in the form of non-repayable contributions towards consulting costs and repayable interest-free contributions towards capital and preproduction costs.

Industry Energy Research and Development Program (IERD)

The Industry Energy Research and Development Program encourages the development of new and improved processes and equipment to reduce energy consumption in industry. All Canadian companies, consulting firms, trade and research associations, formal and informal groupings of companies and individuals are eligible for assistance. The Department of Industry, Trade and Commerce contributes up to 50 per cent of the estimated cost of approved projects.

Institutional Assistance Program

This program comprises three sections. The Scholarships and Studies Section consists of grants to individuals, educational institutions, non-profit organizations or companies. Its objective is to encourage industrial and trade development by encouraging the development of course material or post-graduate programs to improve technical or managerial skills and by obtaining information for the development of industrial policies.

The objective of the Institutions Section is to encourage industrial and trade development by assisting in the establishment of centres or institutes which provide specialized services to industry. The program provides contributions for up to eight years, after which time a centre or institute is expected to be financially self-sufficient from revenue earned through contracts for services to industrial clients.

The objective of the third section of the Institutional Assistance Program is to encourage industrial or trade development by providing contributions to organizations or individuals to enable them to provide selected services or information to Canadian industry.

Inter-Firm Comparison Program

The Inter-Firm Comparison Program helps individual companies improve their productivity and profitability by identifying, on a confidential basis, their relative strengths and weaknesses in comparison to others in the same industry.

Machinery Program (MACH)

The Machinery Program is designed to assist both producers and users of machinery in Canada. It provides a reasonable measure of tariff protection to machinery manufacturers, and allows users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

The program deals with all machinery and equipment imported under the nine tariff items, which cover the bulk of Canadian machinery imports. Remission of duty is granted to help encourage the expansion and efficiency of Canadian manufacturing.

Product Development Management Program

The Product Development Management Program provides contributions to encourage the increased use of design in the development of products by assisting small and medium-sized manufacturers to use professional design resources.

Program for Export Market Development (PEMD)

This program provides incentives for Canadian firms to enter or expand foreign markets. It provides grants of up to 50 per cent of the costs incurred in breaking into new markets, and shares with the business community the financial risk of entering foreign markets.

Shipbuilding Industry Assistance Program (SIAP)

This program provides assistance to Canadian shipbuilding firms. It offers subsidies amounting to 9 per cent of the audited eligible costs of approved shipbuilding projects. The subsidies are intended to help the shipbuilding industry maintain and improve its competitiveness in bidding for new orders in the face of design competition. Assistance is provided to establish shipbuilders involved in the building and conversion of ships to specified minimum sizes.

Small Business Loans

Under the Small Business Loans Act, the federal government will guarantee loans up to $100,000 which small businesses can negotiate with chartered banks and other designated lending institutions. These loans can be used for the purchase or modernization of equipment or premises, and for the purchase of land. The rate of interest on the loans is set at 1 per cent over the prime lending rates of the chartered banks and fluctuates with changes in the prime lending rate for the term of the loan.

Applications are accepted from any business in Canada with gross revenue that does not exceed $1.5 million in the year of application. Eligible borrowers include those involved in manufacturing, construction, communications, transportation, the service industries, or wholesale or retail trade.

Support for Technology Enhanced Productivity (STEP)

This program promotes the manufacture and use of electronics in Canadian industry. It supports world competitive research and development, and capital investment in manufacturing and software projects. The program includes an industrial education program; federal support for a country-wide network of ten microelectronics centres to provide technological advice and assistance in every province, particularly for small and medium-sized firms; a set of incentive programs to share the costs of feasibility studies and of implementing the investment plans; and funding support for the costs of designing custom —chips— - specialized miniature integrated circuits.

Tourism Assistance Programs

The Canadian Government Office of Tourism offers a wide range of assistance to the travel industry. The modes of assistance are varied and aimed at specific areas of the industry.

The Office organizes and participates in travel promotions, seminars, travel shows, fairs, exhibits and events such as Rendez-Vous Canada and Tour-Can, aimed at the travel trade and travel influencers in allied fields.

It also provides assistance to travel editors, writers, broadcasters, filmmakers, lecturers, tour organizers and other travel influencers with a view to enabling them to promote Canada as a tour destination more effectively. Technical assistance is provided through the Photo Services Program, the Canada Travel Film Program and the distribution of promotional material.

Tourism advertising creates a positive acceptance environment for the total Canada tourism product and facilitates the promotion and sale by industry members of their individual products.

Contributions are provided for management, technical, and career-oriented seminars and workshops. Contributions are also provided to the tourism industry in the preparation of research reports, development of curricula, manuals and publications to promote marketing research and marketing programs.

Access to Information

The Department of Industry, Trade and Commerce disseminates on a continuing basis considerable information to the public through several channels. These channels are open to receive and respond to informal requests for information, that is, requests which are not formal requests for records under the Access to Information Act. Chief among the informal channels of communications are:

(1) Departmental officials who regularly and informally provide information to business clientele, the news media, etc.

(2) The Communications Branch, which relays information about the department and its activities through news releases, specialized promotional services, advertising and regular contact with the news media. The Branch supervises the production of films and audio-visual material and prepares publications about departmental programs and services, Canadian business and industry, industrial design, and other subjects of interest to the business community such as those contained in the *Doing Business in Canada* and *Markets for Canadian Exporters* series of booklets. Publications are distributed through the Business Information Centres in ten departmental Regional Offices and the Business Center in Ottawa.

(3) The Business Centre in Ottawa is the central contact point within the Department for Canadian and foreign business people seeking information about federal programs and services. It provides information, advice and guidance about the programs, services, and other types of assistance offered by the federal government to the business community. It keeps abreast of current economic and commercial developments and maintains an extensive bank of information about government programs and activities at the federal and other levels for reference in responding to enquiries.

Business Office
1st Floor, Centre Area
Department of Industry, Trade and Commerce
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 995-5771

A similar service to that of the Business Centre in Ottawa is provided locally by a Business Information Centre at each of the ten Regional Offices of the Department. Enquiries should be directed to:

Newfoundland Region

ITC Business Information Centre
Suite 702, Atlantic Place
215 Water Street
P.O. Box 64
St. John's, Newfoundland
A1C 6C9
Telephone: (709) 737-5000

Prince Edward Island Region

ITC Business Information Centre
Dominion Building
97 Queen Street
P.O. Box 2289
Charlottetown, P.E.I.
C1A 8C1
Telephone: (902) 894-3926

Nova Scotia Region

ITC Business Information Centre
Suite 1124, Duke Tower
5251 Duke Street
Scotia Square
Halifax, Nova Scotia
B3J 1P3
Telephone: (902) 426-7910

New Brunswick Region

ITC Business Information Centre
Suite 642
440 King Street
Fredericton, New Brunswick
E3B 5H8
Telephone: (506) 452-3808

Quebec Region

ITC Business Information Centre
Room 4328
800 Victoria Square
P.O. Box 247, Stock Exchange Tower,
Montreal, Quebec
H4Z 1E8
Telephone: (514) 283-8185

Ontario Region

ITC Business Information Centre
Suite 4840
1 First Canadian Place
P.O. Box 98
Toronto, Ontario
M5X 1B1
Telephone: (416) 369-4941

Manitoba Region

ITC Business Information Centre
507 Manulife House
386 Broadway Avenue
Winnipeg, Manitoba
R3C 3R6
Telephone: (204) 949-6163

Saskatchewan Region

ITC Business Information Centre
4th Floor
1955 Smith Street
Regina, Saskatchewan
S4P 3N8
Telephone: (306) 359-6666

Alberta and Northwest Territories Region

ITC Business Information Centre
Corner Point Building
Suite 505
10179 105th Street
Edmonton, Alberta
T5J 3S3
Telephone: (403) 420-2952

British Columbia and Yukon Region

ITC Business Information Centre
Suite 2743
P.O. Box 49178
Bentall Centre, Tower —111—
595 Burrard Street
Vancouver, British Columbia
V7X 1K8
Telephone: (604) 666-2014

4. The Departmental Library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter converted ranges from the fields of administration and management to those of trade and foreign relations. The library is open for purposes of research to business people, members of the academic community at the graduate level or higher, and officials of the Department of Industry, Trade and Commerce and other federal government institutions. The library is located at:

Library (93/1)
3rd Floor West
Department of Industry, Trade and Commerce
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone: (613) 992-4947

Formal Requests Under the Access to Information Act

The Co-ordinator, Access to Information and Privacy, handles all formal written requests for access to any record under the control of the Department. All such requests made under the Access to Information Act should be in writing and directed to:

Co-ordinator
Access to Information and Privacy (46)
3rd Floor East
Department of Industry, Trade and Commerce
235 Queen Street
Ottawa, Ontario
K1A 0H5
Telephone enquiries may be made by calling: (613) 996-0464.

Office of Policy Analysis

The Office of Policy Analysis conducts various policy and analytical studies in support of the Department's aims and objectives. It consists of three components all of which share common classes of records:

Trade and Structural Analysis Directorate

This Directorate is responsible for carrying out in-depth analytical projects relating to international economics and industrial development issues. The studies focus on the impact of these areas on the structure of the Canadian economy and associated medium-term economic policy. Special attention is given to the analysis of energy developments, new trading relationships and the sectoral development of the Canadian economy. The Directorate represents ITC in a number of international and interdepartmental organizations such as the Economic Co-operation and Development's Industry Committee, the Working Group of the Industrial and Labour Adjustment Program.

Economic Intelligence Directorate

The Economic Intelligence Directorate is responsible for the analysis and assessment of short-term economic developments both in Canada and in the world at large. It provides regular written and oral briefings and reports on these developments to the Ministers, Policy Committee and other departmental units.

Micro Economic Analysis Directorate

The Micro Economic Analysis Directorate provides the department with economic and statistical analysis of selected major issues. The analysis focuses on selected labour market and industrial adjustment problems, technological change, research and development issues and the nature and function of multi-national enterprises, as well as the broad issues raised by foreign ownership and control. The Directorate is responsible for conducting the bi-annual serveys of capital investment intentions and the Foreign-Owned Subsidiaries Survey. The Directorate also co-ordinates the departmental position on major statistical issues and problems.

Manuals

- International Trade Data Bank Overview and General Specifications

Classes of Records

ITC-10
Economic Policy and Analysis - Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, including other departmental organizations that would not be contained in other classes of records. *Topics:* Economic Policy and Analysis - Generally; Companies, Corporations, Firms; Corporation Returns Survey; Interdepartmental Committee on Trade and Industrial Policies; Political and National Issues; Program Evaluations; Studies.

ITC-20
Data Bases and Information Systems

Description: This class covers information relating to the Branch's activities and involvement in the development and operation of data bases and information systems. *Topics:* Data Bases and Information Systems; Computer Services and Consultants; Data Banks; International Trade Data Bank; Models - Canadian, International and Industry, Trade and Commerce; Micro Studies Project; Federal Labour Incentives Program.

EDP System

- Some information on subject topic, International Trade Data Bank, is contained in the International Trade Data Bank computer system.

ITC-30
Economy

Description: This class covers information relating to reviews and surveys by the Branch of national and international economic issues and their implication on the Department's policies. *Topics:* Economy - Generally; Economic Situation and Outlook; Inflation; Investment; Capital Investment Survey; Productivity and Competitiveness; Regional Development.

EDP Systems

- Some information on subject topic, Economy (Generally), is contained in the Composite Indices computer system, and the Advanced Economic Research Information Centre computer system.
- Some information on subject topic, Economic Situation and Outlook, is contained in the Statistical Services computer system.
- Some information on subject topic, Capital Investment Survey, is contained in the Capital Investment Survey computer system.

ITC-40
Government Policies

Description: This class covers information relating to the Branch's activities and involvement with government-wide policy issues as they affect industrialization and trade matters. *Topics:* Government Policies - Generally; Competition; Energy; Fiscal; Income (Wage and Price Controls); Manpower and Employment; Science and Technology.

EDP Systems

- Some information on subject, Government Policies (Generally), is contained in the Canadian Explor Model 2 Development computer system.
- Some information on subject topics, Manpower and Employment, is contained in the Labour Force Tracking computer system.

ITC-50
Industrial Development

Description: This class covers information relating to the Branch's reviews and studies of Canada's industrial development policies and strategies. *Topics:* Industrial Development - Generally; Incentives and Disincentives; Industrial Support Programs; Enterprise Canada —77—; Industries Studies/Information; Textile and Clothing Industry; Post Quota Clothing and Footwear Prices; Resource Upgrading

EDP Systems

- Some information on subject topic, Industries Studies/Information, is contained in the Footwear Model and Related Analysis computer system, and the Clothing Model Sub-System computer system.

ITC-60
International Issues

Description: This class covers information relating to international trade, development and co-operation matters such as markets, agreements, negotiations, treaties, tariffs as identified in the subject topics. *Topics:* International Relations; Trade Agreements, Negotiations, Treaties; Export Programs; Organization for Economic Co-operation and Development; General Agreement Trade and Tariff (GATT); Multilateral Trade Negotiations (MTN); Multinational Enterprises; Tariffs.

EDP Systems

- Some information on subject, International Relations, is contained in the Trade Data computer system.
- Some information on subject, Multinational Enterprises, is contained in the Foreign-Owned Subsidiaries Survey computer system.

Office of Policy Co-ordination

The objective of the Office of Policy Co-ordination is to ensure the various policy and program proposals for consideration by the Minister of Industry, Trade and Commerce are adequately formulated, co-ordinated, and integrated into a coherent set of initiatives departmentally, within the framework of the Government's overall economic development, policy direction, and priorities. It supports the Departmental Policy Committee in the drafting, formulation and recommendation of policies and programs concerned with international trade and industrial/regional development. It also prepares the departmental strategic plan identifying key industrial development policy issues and advises senior management on regional and federal/provincial concerns.

The Office comprises three Directorates: Trade and Industrial Policy, Regional Policy and General Policy.

Briefly stated the main activities of its three Co-ordination Directorates are:

Trade and Industrial Policy

This Directorate is responsible for the formulation, co-ordination, and integration of various departmental trade and industrial development policies and strategies. It focuses on sectoral manufacturing strategies and projects.

Regional Policy

This Directorate is responsible for the formulation, co-ordination and integration of the regional dimensions of departmental industrial and trade policies, and for the co-ordination of departmental policies and strategies with the regional economic development policies of the Department of Regional Economic Expansion and Central Agencies concerned with policy matters.

General Policy

This Directorate is responsible for the formulation, co-ordination and integration with the national industrial and trade policy framework of departmental activities concerned with the complex of industrial development policy issues related to resource industries and energy development and with industrial innovation.

Classes of Records

ITC-70
General Policy

Description: This class covers information relating to the planning, development and co-ordination of policies within the Department of Industry, Trade and Commerce. *Topics:* Strategic Planning; Industrial Innovation; Industrial and Regional Benefits; Shipbuilding; Export Financing; Government Procurement; Energy Related Issues; Resource Industries Policies.

ITC-80

Trade and Industrial Policy

Description: This class covers subjects relating to the formulation and recommendation of policies dealing with trade or industrial development. *Topics:* Industrial Development Policies; Sectoral Manufacturing Strategies and Projects; Industrial Opportunities Program; Small Business; Trade Strategy.

ITC-90

Regional Policy

Description: This class of records covers subject and issues relating to the development of policies and strategies at the regional or federal-provincial level. *Topics:* Regional Development Policies and Strategies; Provincial Industrial Policies; Federal-Provincial Policies; Common Market Issues; Locational Investment Issues.

Corporate Financial and Systems Branch

The Corporate Financial and Systems Branch is responsible for the management of the corporate financial functions of the Department by establishing, maintaining and operating systems of financial administration to ensure adherence to the pertinent statutory and regulatory requirements of Parliament, Cabinet Committees and central agencies, as well as departmental operating and managerial requirements for financial visibility, control and accountability.

In addition, the Branch is responsible for the integration, development and establishment of computer based corporate management information systems.

Classes of Records

These are in addition to financial and administrative records listed in the Standard Classes of Records Section of the Access Register.

ITC-100

Corporate Systems - Generally

Description: The Branch's involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments, as well as the activities relating to the Business Opportunities Sourcing System, that would not be contained in other classes of records. *Topics:* Corporate Systems - Generally; Acts and Legislation; Associations, Committees, Organizations, Institutes and Societies; Conferences and Meetings; Co-operation and Liaison; Reports and Statistics; Studies and Surveys; Trade Agreements, Negotiations and Treaties.

ITC-110

Computer Based Systems

Description: This class covers information relating to the development, integration and operations of computer based management information systems. *Topics:* Data Administration.

EDP Systems

- Some information on subject topic, Data Administration, is contained in the computerized Corporate Systems Division Data Dictionary, and the Machine Tool Inventory computer system.

Financial Policy and Liaison Branch

The Branch co-ordinates policy and liaison with Crown Corporations, agencies and financial institutions in the private sector. It is responsible for the development and co-ordination of advice on the financial implications of policies and programs across the Department.

Classes of Records

ITC-120

Financial Policy and Liaison - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations, organizations and firms from the public and private sectors, as well as activities with other sectors of Industry, Trade and Commerce which are not contained in other classes of records. *Topics:* Financial Policy and Liaison - Generally; Acts and Legislations; Associations, Committees, Organizations, Institutes, Societies, etc.; Conferences and Meetings; Co-operation and Liaison: Companies, Corporations and Firms, Federal and Provincial; Corporate Finance and Analysis.

ITC-130

Domestic Financial Institutions and Markets

Description: This class covers information relating to the activities of Canadian Financial Institutions and the analysis and review of investment and financial markets. *Topics:* Financial Institutions - Generally; Canada Development Corporation; Canadian Chartered Banks; Economic Development; Federal Business Development Bank; Financial Markets; Investment.

ITC-140

Export Promotion and Financing

Description: This class covers information relating to foreign and domestic institutions, including government programs, providing export promotion and financing facilities. *Topics:* Export Promotion and Financing - Generally; Canadian; Countries; Export Financing Studies; Foreign; International Arrangements.

ITC-150

Official Development Assistance and International Financial Institutions

Description: This class covers information relating to international organizations and associations whose work affects export promotion and financing. *Topics:* Official Development Assistance and International Financing - Generally; African Development Bank; Asian Development Bank; Canadian International Development Agency (CIDA); Caribbean Development Bank; Commonwealth Secretariat; Inter-American Development Bank; Organization for Economic Co-operation and Development (OECD); United Nations; World Bank Group.

Corporate Analysis Branch

The Branch serves as the financial and economic analysis centre for the evaluation of industrial development projects. Emphasis is placed on analytical requirements of the Enterprise Development Program, the Defence Industry Productivity Program and the Shipbuilding Industry Assistance Program. It measures and evaluates the financial and economic implications of major departmental initiatives in the industrial development area, as they relate to departmental programs.

Classes of Records

ITC-160
Corporate Analysis Branch - Generally

Description: This class covers information relating to the Branch's involvement and activities with the public and private sectors regarding economic analysis and evaluation of industrial development issues that are of a general nature and not specific to the program class of records. *Topics:* Corporate Analysis Branch - Generally; Associations, Committees, Organizations, Institutes, Societies; Conferences and Meetings; Co-operation and Liaison; Reports and Statistics.

ITC-170
Programs

Description: This class covers information relating to business and economic evaluations of proposals by companies for assistance under one of the incentive programs identified in the subject topics. *Topics:* Enterprise Development Program; Defence Industry Productivity Program; Shipbuilding Industry Assistance Program.

Small Business Secretariat

The Secretariat is responsible for the development and assessment of national policies and programs affecting small business. It provides support to the Minister of State for Small Business in carrying out his duties, and maintains contact with the provinces and industry groups on small business matters. The Secretariat takes the lead in special assignments relating to small business - which often cover a broad range of interest areas and involve other branches and departments - and prepares recommendations and Cabinet documents resulting from these activities.

Classes of Records

ITC-180
Small Business Secretariat - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, as well as co-operation and liaison with federal, provincial and foreign governments which are not included in other classes of records. *Topics:* Small Business Secretariat - Generally; Acts and Legislation; Complaints and Enquiries; Associations, Committees, Organizations, Institutes, Societies, etc.; Briefings; Business Council Programs; Conferences and Meetings; Co-operation and Liaison; Human Resources; Reports and Statistics; Studies and Surveys; Trade Agreements, Negotiations and Treaties.

ITC-190
Financial Policy

Description: This class covers information relating to the availability of capital, and initiatives to improve the financing environment for Small Business in Canada. *Topics:* Financial Policy - Generally; Capital Markets; Equity Financing; Federal Programs; Foreign Programs; Sources of Canada; Taxation Matters; Venture Capital.

ITC-200
Special Projects

Description: This class covers information relating to special programs and projects to assist small business and federal government procurement policy when dealgin with small business. *Topics:* Special Projects - Generally; Small Business Intern. Program; Other Related Programs; Procurement; Sub-Contracting Program.

ITC-210
Advocacy Office

Description: This class covers information relating to complaints, enquiries from small business on government regulations, red tape and paperburden; including information concerning associations. *Topics:* Paperburden and Advocacy Office - Generally; Federal and Provincial Departments; Chambers of Commerce; Associations; Discussion Papers; Cabinet Committee; General Literature; Conferences; Ministers' Dockets; Public Relations Speeches; Reports and Statistics.

Small Business Financing Review Task Force

The Small Business Financing Review Task Force was established to examine the effect of government policies, programs, institutions, regulations and tax measures on small business and the private sector capital markets.

Classes of Records

ITC-220
Operations

Description: This class covers information relating to examination of government policies, assistance and programs in relation to small business, including studies of small business financing in Canada and foreign countries. *Topics:* Small Business Financing Review - Generally; Federal Assistance; Organizations, Associations, Companies, Small Business Financing in Foreign Countries; Studies and Surveys.

Programs Branch

The Branch is responsible for the overall central management and control of the majority of the Department's funded programs, including the Interfirm Comparison Program which is aimed at assisting individual companies in improving their productivity and profitability by identifying their relative strengths and weaknesses in comparison with others. It provides budgeting, evaluation and monitoring services for the programs, and gives detailed financial and economic evaluation assistance to organizational units engaged in program administration.

Manuals

- Enterprise Development Program (EDP) - Administrative Directive
- Defence Industry Productivity Program (DIPP) - Administrative Directive
- Program for Export Market Development (PEMD) - Administrative Directive - Guidelines for Interpretation of PEMD Administrative Directive
- Small Business Loans Act (SBLA) - Procedures Manual - Guidelines for Lenders
- Industry Energy Research and Development Program - Policy and Administrative Directive

Classes of Records

ITC-230
Programs - Generally

Description: This class covers information relating to the Branch's activities and involvement with organizations and associations in the public and private sectors, federal and provincial governments, as well as statistics and reports that would not be contained in other classes of records. *Topics:* Programs - Generally; Associations and Organizations; Co-operation and Liaison; Reports and Statistics.

ITC-240

Defence Industry Productivity Program

Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Defence Industry Productivity Program. *Topics:* Defence Industry Productivity Program - Generally; Research and Development - Generally; Research and Development - Projects; Industry Modernization for Defence Export - Generally; Industry Modernization for Defence Export - Projects.

ITC-250

Enterprise Development Program

Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Enterprise Development Program. *Topics:* Enterprise Development Program - Generally; Co-operation and Liaison; Legal Matters; Policy and Procedures; Program Audit and Evaluation; Project Files; Reports and Statistics; EDP Boards, Panels and Sub committees - Generally; Adjustment Panel; Central Board; Industry and Community Development Panel; Innovation Panel; Microelectronics Panel; Regional Boards. Special Access Notes: *Storage Medium:* 6, 9 to 14 Microfilm.

ITC-260

Interfirm Comparison and Productivity Improvement

Description: This class covers information relating to the Branch's involvement and activities with the public and private sectors regarding productivity improvement and that are not specific to the industry comparison class of records. *Topics:* Interfirm Comparison and Productivity Improvement - generally; Associations, Committees, Institutes, Organizations, Societies; Co-operation and Liaison; Productivity.

ITC-270

Industry Comparisons

Description: This class covers information relating to reports and studies of groups of companies comparing their overall performance with their competitors, and, thereby, enabling them to improve their productivity and competitiveness. *Topics:* Industry Comparisons - Generally; Agriculture, Fisheries and Food Products; Chemicals; Construction and Consulting Services; Electrical and Electronics; Grains Marketing; Machinery; Resource Industries; Textile and Consumer Products; Transportation.

ITC-280

Program for Export Market Development

Description: This class covers information relating to the Branch's activities as it relates to the management and control of the Program for Export Market Development. *Topics:* Program for Export Market Development (PEMD) - Generally; Project Files; Co-operation and Liaison (Branches, Regional Offices); Associations, Committees, Task Forces.

EDP System

- Some information on subject topic, Program for Export Market Development (PEMD) (Generally) is contained in the Program for Export Market Development computer system.

ITC-290

Special Programs

Description: This class covers information relating to the Branch's activities as it relates to the management and control of Special Programs including the Small Business Loans Act; Business Council Program; Credit Reinsurance Program; and Industry, Energy Research and Development Program. *Topics:* Special Programs - Generally; Small Business Loans Act; Business Councils Program; Credit Reinsurance Program.

ITC-300

Policy and Special Services

Description: This class covers information relating to the development of program policies and of management information systems, as well as the implementation of recommended changes to program design, delivery and control systems. *Topics:* Policy and Special Services - Generally; Development of Program Policies; Program Evaluation Implementation; Management Information Systems; Forecast of Program Expenditures.

Business Opportunities Sourcing System Directorate

The Business Opportunities Sourcing System was established to serve industry by compiling a comprehensive list of Canadian companies and their products with the objective of replacing imports and expanding exports.

Classes of Records

These are in addition to financial and administrative records listed in the Standard Classes of Records Section of the Access Register.

ITC-310

Business Opportunities Sourcing System

Description: This class covers information relating to Canadian companies and their products, Dun and Bradstreet reports, General Correspondence, etc. *Topics:* Canadian Companies and Products.

EDP System

- Some information on subject topic, Manufacturers and Products, is contained in the Business Opportunities Sourcing computer system.

Program Evaluation Branch

This Branch initiates departmental evaluation activities, advises senior management on program effectiveness, and responds to departmental management needs by providing senior departmental managers and program managers with information that supports the decision-making process and contributes to the management planning and control processes.

Classes of Records

ITC-320

Program Evaluations - Generally

Description: This class covers information relating to program evaluation policies, mandate, objectives and guidelines. It also includes individual program evaluations conducted by the sector branches in which the Program Evaluation Branch acts only in an advisory capacity. *Topics:* Program Evaluation - Generally; Agencies, Institutes, Societies and other government departments; Committees and Meetings; Deputy Minister Overview System; Industrial Opportunities Program; Other Evaluations; Program Component Evaluations.

EDP System

- Some information on subject topic, Other Evaluations, is contained in the Small Business Loans Act Evaluation computer system.

Administrative Services Branch

The function of the Administrative Services Branch is to provide administrative services to the Department, both at Headquarters and the Regions, in support of the Department's Trade-Industrial and Tourism Programs. The services provided include records management, word processing, property and materiel management, telecommunications, security and safety, printing, forms design, travel arrangements, library services, and manuals and directives.

Classes of Records

Classes of records held by this branch are listed in the Standard Classes section of the Access Register.

Corporate Resource Management Branch

The Corporate Resource Management Branch is responsible for the departmental resources allocation system and the provision of advice and recommendations to senior management (Deputy Minister, Assistant Deputy Ministers) respecting allocation and reallocation of resources.

Classes of Records

These are in addition to administrative and financial records listed in the Standard Classes of Records section of the Access Register.

ITC-330
Management Improvement and Resource Utilization

Description: This class covers information relating to specific performance measurement systems established for the various departmental programs. *Topics:* Performance Measurement - Generally; Branches; Programs.

Import Analysis Directorate

The Directorate is the focal point for in-depth analysis of import replacement opportunities which involves the gathering and analysis of import data and related material on foreign competition and foreign marketing practices. It is responsible for the production of detailed analyses of imports for individual companies and ITC as required by the ITC Act. There is close contact with industry associations and organizations and private companies, as well as provincial governments and their industrial development organizations, other federal departments and industry sector branches of ITC.

Manual

- Manual of Methodology

Classes of Records

ITC-340
Import Analysis Directorate - Generally

Description: This class covers information relating to the gathering of import data and correspondence with companies relating to reports and statistics of individual commodity imports, and the identification of import replacement opportunities as required by the Industy, Trade and Commerce Act. *Topics:* Company Files (arranged alphabetically); Projects (arranged by Statistics Canada Commodity Codes).

EDP System

- Some information on subject topics, Company Files and Projects, is contained in the Import Analysis Management Information computer system, and the Import Replacement Reporting computer system.

Grain Marketing Office

The Grain Marketing Office administers incentive and statutory payments under the Grains and Oilseeds Program. Together with the Grains Group and other departments, it develops grains and oilseeds policy and legislation. The Office works closely with various Crown agencies and other governmental bodies involved in the grain industry, along with the private grain trade.

Classes of Records

ITC-350
Fairs, Exhibitions, Missions and Visits

Description: This class covers information relating to the co-ordination of Canadian grain exporting and processing firms or foreign buyers on outgoing or incoming trade missions, technical seminars and feeding trials. *Topics:* Fairs and Exhibitions; Missions and Visits; Grain Missions to Foreign Countries.

ITC-360
Research, Surveys and Development

Description: This class covers information relating to grants, loans and contributions programs designed to assist the grains and oilseeds industry in the development and marketing of new products. Also includes research surveys and analysis of the industry. *Topics:* Market Development Studies; Industry Sector Profiles; Research; Marketing Analysis; Rapeseed Utilization Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Grains and Oilseeds Marketing Incentives Program; Enterprise Development Program.

ITC-370
Acts and Legislation

Description: This class covers information relating to the development and administration of various acts and legislation governing diverse activities of the Canadian Grain Industry (i.e., planting quotas, payments for crops, transportation, marketing, etc.), as well as trade agreements and treaties. *Topics:* Acts and Legislation - Generally.

ITC-380
Commodities, Industries and Markets

Description: This class covers information relating to the production and marketing nationally of Canadian products, including world market situations and general economic development of Canadian industries. *Topics:* Grains Policy; Markets for Grain; Markets for

Oilseeds; Programs - Grains; Transportation and Handling; Grain Financial Matters; Fats and Oils.

ITC-390
General and Services

Description: This class covers information relating to the Branch's activities and involvement with associations and organizations from the public and private sectors, including government departments and foreign organizations as well as economic situation, markets, trade laws, regulations and agricultural production. *Topics:* Associations, Institutes and Organizations; Committees; Conferences and Meetings; Companies, Corporations and Firms; Provincial Governments; Federal Government Departments and Agencies; Economics.

Office of Industrial and Regional Benefits

The Office of Industrial and Regional Benefits is responsible for analyzing the requirements of major projects (those with a value in excess of $100 million) for goods and services, and advising government as to the policies to be implemented to encourage the maximum Canadian capability to supply these on a competitive basis. It also provides staff support to the Committee on Industrial and Regional Benefits. This Committee interfaces with major projects owner/sponsors to encourage them to provide full, fair and competitive access for Canadian companies to the requirements for goods and services.

Classes of Records

ITC-400
Procurement and Purchases

Description: This class covers information relating to the activities of the Office of Industrial and Regional Benefits as they relate to industrial development benefits from major project activity in both the private and public sectors. *Topics:* Procurement and Purchases - Generally; Industrial and Regional Benefits - Generally; Industrial and Regional Benefits - companies; Industrial and Regional Benefits - Co-operation and Liaison; Industrial and Regional Benefits - Projects; Task Force on Industrial and Regional from Major Projects.

Energy Group

This group acts as the focal point in the Department on energy issues and for related specialist advice; represents the Department on trade and industrial policy issues in interdepartmental energy policy development; studies the impact of energy policies on industrial and trade development; develops and co-ordinates strategies to use trade in energy as a means of obtaining industrial benefits.

Classes of Records

ITC-410
Energy Group - Generally

Description: This class covers information relating to the activities and operations of the Energy Group as they relate to their involvement with the public and private sectors, and also as they relate to research and development of new or improved forms of energy. *Topics:* Energy Group - Generally; Associations, Companies, Firms; Cabinet Matters; Committees; Federal; Provincial; Research and Development; Studies and Surveys.

ITC-420
Energy and Natural Resources

Description: This class covers information relating to national and international aspects of energy issues as they pertain to export/import agreements, domestic situations, and also Canada's participation in international organizations and promotional projects. *Topics:* Energy and Natural Resources - Generally; Coal; Electric and Nuclear Power; Natural Gas and Oil; International Organizations; Uranium; Conservation; Renewable Energy.

Electrical and Electronics Branch

This Branch monitors, assesses and assists in the development of government policies on the electrical and electronics industry and plans; and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the electrical and electronics industries.

Manual

- Microelectronics Support Program Procedures

Classes of Records

ITC-430
Procurement and Purchases

Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government, to ensure industrial benefit to Canada is achieved when awarding major government contracts in the electrical and electronics industries. *Topics:* Procurement and Purchases - Generally; Aircraft - Industrial Benefit; Communications - Industrial Benefit; Computer and Microelectronic - Industrial Benefit; Navigational Systems; North Atlantic Treaty Organization - Industrial Benefit; Office Machines; Rationalization Program; Ships and Ships' Systems; Simulators; Surveillance and Control Systems; Vehicles.

ITC-440
Electrical and Electronics - Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, other departmental organizations, and foreign countries, including published and gathered statistics on the electrical and electronics industry that would not be contained in other classes of records. *Topics:* Co-operation and Liaison - Federal and Provincial Governments; Organizations and Associations; Technology; Standards; Statistics; Multilateral Trade Negotiations; Tariffs and Trade.

EDP System

- Some information on subject topic, Statistics, is contained in the Electrical and Electronic Data Base computer system.

ITC-450
Industrial Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of the Canadian manufacturing and processing sectors of the industry; and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial Development - Generally; Companies - Generally; Programs - Generally; Defence Industry

Productivity Program; Defence Development Sharing Program; Industry Modernization for Defence Export Program; Defence Industry Research; Enterprise Development Program; General Adjustment Assistance Program; Industrial Design Assistance Program; Make or Buy Program; Microelectronics Support Program; Program for the Advancement of Industrial Technology; Program for Export Market Development.

ITC-460
Industrial Policy Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., Energy), and electrical and electronics issues, including data relating to export control. *Topics:* Horizontal Issues; COCOM; Space Industry Restructuring; Electrical and Electronics; Electrical Profiles; Electronics Profiles.

ITC-470
Marketing

Description: This class covers information relating to the Branch's activities and involvement as they relate to the assistance given to Canadian firms in the marketing of their equipment products and systems. *Topics:* Marketing - Generally; Economic Intelligence Reports; Promotional Projects; Fairs and Missions; Missions and Visits; Products; Industrial Co-operation; Projects.

Design Canada

Design Canada is responsible for providing professional and administrative resources necessary to the National Design Council, analyzing and developing policies and programs that have implications for design and new product development in the Canadian industry, providing assistance to associations and organizations from the public and private sectors on design policies, proposals and projects, and managing the design assistance programs.

Classes of Records

ITC-480
Fairs, Exhibitions, Missions and Visits

Description: This class covers information relating to the promotion of Canadian design through the media of fairs, exhibitions, missions and visits. *Topics:* Fairs and Missions; Missions and Visits.

ITC-490
Design (Industrial and Product)

Description: This class covers information relating to the development of industrial and product design policies, the Branch's involvement with the National Design Council, the managing of design assistance programs, as well as design information and education. *Topics:* Design Policy; Design Awards and Competitions; Design Advisory Service; Private Sector Involvement and/or Sponsorship in Design; Special Projects; Committees; National Design Council; Design Extension Provincial; Programs; Scholarships; Design Talent Utilizations; Design Education; Grants; Lectures and Seminars by Design Canada; Operations and Directorate; Case Histories; Seminars and Workshops.

ITC-500
Research, Surveys and Development

Description: This class covers information relating to industry studies, as well as departmental grants, loans and contributions programs designed to assist in the development and marketing of Canadian products. *Topics:* Research, Survey and Development - Generally; Programs.

ITC-510
General and Services

Description: This class covers information relating to the Branch's activities and involvement with associations and organizations from the public and private sectors, including federal, provincial and foreign governments. *Topics:* Associations; Committees; Conferences; Companies; Governments.

EDP System

- Some information on subject topics, Associations, Committees, Conferences, Companies and Governments, is contained in the Design Canada computer system.

Chemicals Branch

This Branch monitors, assesses and assists in the development of government policies on chemicals; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the chemicals industry.

Classes of Records

ITC-520
Chemicals

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations in the public and private sectors, including federal, provincial and foreign governments, as well as participation in trade fairs and missions that would not be contained in other classes of records. *Topics:* Chemicals - Generally; Companies; Governments; Fairs, Missions and Industrial Co-operation; Organizations; Policy and Special Issues; Standards; Tariffs and Remissions.

ITC-530
Products

Description: This class covers information relating to the product development and marketing of chemical products on a national and international basis, and the general economic development of the Canadian chemicals industry, including studies and analysis of the chemicals industry. *Topics:* Products - Generally; Health Care Products; Industrial Chemicals; Plastics, Rubber and Chemical Specialties.

EDP System

- Some information on subject topic, Products (Generally), is contained in the General Competitiveness Model computer system.

ITC-540
Programs

Description: This class covers information relating to the Chemicals Branch's activities and involvement as they relate to government assistance to the chemical industry in Canada in the form of grants, loans and contributions. *Topics:* Programs - Generally; Defence Industry Productivity Program; Enterprise Development Program; Industry and Community Related Development Program; Unsolicited Proposals; Program for the Advancement of Industry Technology; Program for Export Market Development.

Resource Industries Branch

The Resource Industries Branch initiates, develops and promotes trade and industrial policies and programs pertaining to the Canadian metals, minerals and forest products industries. The Branch implements new approaches and assesses the impact of new policies or initiatives on the resource-based industries by providing direct assistance to industry, by planning and executing programs directed to the further development of those industries in Canada, and by representing the industry at international conferences and seminars.

Manuals

- From time to time the Branch issues various publications on specific industrial subsectors.

Classes of Records

ITC-550
Resource Industries - Generally

Description: This class covers information relating to the Branch's activities and involvement with organizations and associations in the public and private sectors, federal and provincial governments, including statistics and trade agreements for the Resource Industries that would not be contained in other classes of records. *Topics:* Resource Industries - Generally; Co-operation and Liaison; Industrial Co-operation; Organizations and Associations; Statistics; Trade Agreements, Negotiations and Treaties.

ITC-560
Industrial Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., competition policy); the development of the Canadian sector of the Resource Industries; assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial Development - Generally; Companies; Horizontal Issues; Programs - Generally; Defence Industry Productivity Program; Energy Conserving Equipment - Class 34; Enterprise Conserving Program; Foreign Investment - Reviews and Assessments; Industrial Design Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development; Program to Enhance Productivity; Unsolicited Proposals Program; Regional Economic Expansion Program; Research and Development; Community-Based Industrial Adjustment Program; Industry Energy Research and Development Program.

EDP System

- Item 2 - company records maintained under the Business Opportunities Sourcing System (BOSS).

ITC-570
Forest Products

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the forest products industry. *Topics:* Forest Products - Generally; Fairs, Exhibitions, Missions and Visits; Sector Profiles; Standards. Special Access Notes: Item 3 - reports on Word Processing System.

ITC-580
Metals and Minerals

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development, and general economic development of the metals and minerals industries. *Topics:* Metals and Minerals - Generally; Fairs, Exhibitions, Missions and Visits; Sector Profiles; Standards. Special Access Notes: Item 3 - reports on Word Processing System.

Food Branch

This Branch monitors, assesses and assists in the development of government policies on agriculture, fisheries and food products; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development, and general economic growth of the agriculture, fisheries and food industries.

Classes of Records

ITC-590
Agriculture, Fish and Food Products - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from both the public and private sectors and other countries as well as missions and visits, trade fairs and market survey data that would not be contained in other classes of records. *Topics:* Agriculture, Fisheries and Food Products - Generally; Agricultural Intelligence; Agricultural Reporting; Associations, Clubs, Societies; Energy Conservation and Reduction; Fairs and Missions; Food Industry; Market Surveys; Missions and Visits; Tariffs; Trade Agreements, Negotiations, Treaties; Transportation; Food and Agricultural Organization (FAO).

ITC-600
Agricultural Products

Description: This class covers information relating to the production and marketing, nationally and internationally, of agricultural products, including world market situations and the general economic development of the Canadian Agricultural Industry. *Topics:* Agriculture and Agricultural Products - Generally; Agricultural Products; Feeds; Fresh Fruits; Fresh Vegetables; Pulses; Seeds; Tobacco.

ITC-610
Fisheries and Fish Products

Description: This class covers information relating to the production and marketing on a national and international basis of fish products, including world market situations; and the general economic development of the Canadian fisheries and fish products industry. *Topics:* Fisheries and Fish Products - Generally; Aquaculture; Companies; Foreign Countries; Fresh Water Species; Groundfish; Industrial Fishery Products; Marine Mammals; Marine Plants - Algae; Pelagic Species; Provinces; Roes, Caviar; Salmonids; Sharks, Swordfish; Shellfish.

EDP System

- Some information on subject topic, Foreign Countries, is contained in the Fisheries Marketing computer system.

ITC-620
Grocery Products

Description: This class covers information relating to the production and marketing of grocery products on a national and international basis, including marketing situations and the general economic development of the grocery products industry in Canada. *Topics:* Grocery Products - Generally; Baked Goods; Beverages; Fruits and Vegetables; Grain-Based Products; International Commodities; Processed Foods.

ITC-630
Livestock, Meat and Dairy Products

Description: This class covers information relating to the production and marketing of livestock, meat and dairy products on a national and international basis, including world market situations, as well as regulations on the importing and exporting of livestock, and the general economic development of this industry in Canada. *Topics:* Livestock, Meat and Dairy Products - Generally; Dairy Products; Fur Products; Livestock; Meat; Poultry.

ITC-640
Programs

Description: This class covers information relating to the grants, loans and contributions programs designed to assist the agriculture, fisheries and food products industries in the development and marketing of their products. *Topics:* Programs - Generally; Agriculture and Food Products Market Development Assistance Program (AGMAP); Enterprise Development Program (EDP); Industrial Energy Research and Development Program (IERD); Industry and Labour Adjustment Program (ILAP); Program for Advancement of Industrial Technology (PAIT); Program to Enhance Productivity (PEP); Program for Export Market Development (PEMD); Programs for Other Departments - Generally; Programs of Other Departments: Department of Regional Economic Expansion.

Office of Service Industries - Distribution Services Branch

The Branch is responsible for the formulation and implementation of policies and programs affecting the domestic and international economic environment. It provides for the examination of the distribution system which moves all consumer and industrial goods from manufacturer to consumer. It maintains an in-depth knowledge base of these sectors and is involved in commercial policy and strategy formulation, commercial development, international trade regulations, and domestic and international market development.

Classes of Records

ITC-650
Distribution Services Branch - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations that would not be contained in other classes of records. *Topics:* Distribution Services - Generally; Acts and Legislation; Associations, Committees, Organizations, Institutes, Societies; Conferences and Meetings; Co-operation and Liaison; Reports and Statistics; Trade Agreements, Tariffs and Treaties.

ITC-660
Distribution and Services

Description: This class covers information relating to research and development and marketing on behalf of Canada's distributive trades, such as trading houses, franchising and the automotive aftermarket, and promotion of more effective use of these and other marketing channels by Canadian manufacturing and trade. *Topics:* Automotive Aftermarket; Franchising; Trading House; Warehousing.

ITC-670
Programs

Description: This class covers information relating to assistance and incentives for research development, productivity and marketing in the private sector. *Topics:* Programs - Generally; Program for Export Market Development (PEMD).

ITC-680
Wholesale and Retail

Description: This class covers information relating to representation of wholesale and retail industry interests in the development and implementation of government policies; research and development and marketing support to the wholesale and retail industry in Canada; and improvement of the exchange of product/market intelligence among Canadian retailers, wholesalers, manufacturers and primary producers. *Topics:* Wholesale and Retail - Generally; General Merchandising; Drugs; Food.

EDP System

- Some information on subject topic, Wholesale and Retail (Generally) is contained in the CANSIM Data Base for the Trade Sector computer system.

Office of Services Industries - Transportation Services Branch

The Branch is responsible for the analysis of and participation in the formulation of international and domestic policies affecting the physical distribution and transportation policy. It determines the appropriate balance necessary to protect the interest of shippers while supporting the viability of and identifying trade opportunities for the Canadian transportation service industry. It also maintains an in-depth knowledge base of these sectors and is involved in industrial policy and strategy formulation and industrial development.

Classes of Records

ITC-690
Transportation Services - Generally

Description: This class covers information relating to the Branch's activities and involvement with federal and provincial government departments and foreign countries, as well as information on the transportation and distribution costs of commodities that would not be contained in other classes of records. *Topics:* Commodities; Countries; Government Departments and Agencies.

ITC-700
Air Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic air transport policies; assistance to the business community and governments re: legislative and regulator changes in air transportation and in resolving rates and services problems. *Topics:* Air Transportation - Generally; Companies and Associations; International Organizations; Programs; Projects.

EDP System

- Some information on subject topic, Air Transportation (Generally), is contained in the Aerospace Offset Claims Monitoring computer system.

ITC-710
Marine Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic marine transport policies; assistance to the business community and governments re: legislative and regulatory changes in marine transportation and in resolving rates and services problems. *Topics:* Marine Transportation - Generally; Canadian Port Facilities; Companies and Associations; International Organizations; Programs; Projects.

ITC-720
Multimodal Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic policies on multimodal transportation; assistance to the business community and governments re: legislative and regulatory changes in multimodal transportation and in resolving rates and services problems. *Topics:* Multimodal Transportation - Generally; Companies, Associations and Universities; International Organizations; Programs; Projects.

ITC-730
Rail Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic policies on rail transportation; assistance to the business community and governments re: legislative and regulatory changes in rail transportation and in resolving rates and services problems. *Topics:* Rail Transportation - Generally; Companies and Associations; International Organizations; Programs; Projects.

ITC-740
Road Transportation

Description: This class covers information relating to the formulation and implementation of international and domestic road, transport policies; assistance to the business community and governments re: legislative and regulatory changes in road transportation and in resolving rates and services problems. *Topics:* Road Transportation - Generally; Companies and Associations; International Organizations; Programs; Projects.

Office of Service Industries - Construction and Consulting Services

This Branch monitors, assesses and assists in the development of government policies on the construction and consulting services industries, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of these industries.

Classes of Records

ITC-750
Procurement and Purchase

Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the construction and consulting services industries. *Topics:* Procurement and Purchases - generally.

ITC-760
Construction and Consulting Services - Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, other departmental organizations and foreign countries, including standards, statistics and trade agreements for these industries that would not be contained in other classes of records. *Topics:* Construction and Consulting Services - Generally; Co-operation and Liaison; Organizations and Associations; Standards; Statistics; Trade Agreements, Negotiations and Treaties.

ITC-770
Industrial Development

Description: This class covers information relating to the branch's activities and involvement relating to the development of industrial sectors and to government assistance for Canadian firms in the form of grants, loans and contributions. *Topics:* Industrial Development - Generally; Companies; Programs; Regional Economic Expansion Program; Enterprise Development Program; Program for Export Market Development; Research and Planning.

ITC-780
Industrial Policy Development

Description: This class covers information relating to the branch's activities and involvement as they relate to the development of a government industrial policy on sectoral and horizontal issues. *Topics:* Industrial Policy Development - Generally; Industry Sector Profiles; Construction Industry Development Council - Task Forces.

ITC-790
Trade Development

Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade Development - Generally; Construction Contractors; Consulting and Engineering Services; Fairs, Exhibitions, Missions and Visits; Industrial Co-operation.

Machinery Branch

This Branch plans, develops, assesses and executes policies, programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the machinery industry.

Manuals

- Machinery Program - Administrative Guidelines
- Machinery Program Control System - User Manual

Classes of Records

ITC-800
Procurement and Purchases

Description: This class covers information relating to the Branch's activities as they relate to procurement and purchasing policies and procedures of the federal government to ensure industrial benefit to Canada is achieved when awarding major government contracts in the machinery industry. *Topics:* Procurement and Purchases - Generally.

ITC-810
Machinery - Generally

Description: This class covers information relating to the Branch's activities and involvement with the public and private sectors, federal, provincial and foreign governments, including studies, standards, statistics and trade agreements for the machinery industry that would not be contained in other classes of records. *Topics:* Machinery - Generally; Co-operation and Liaison; Committees; Organizations and Associations; Standards; Studies; Statistics; Tariffs; Trade Agreements, Negotiations and Treaties.

ITC-820
Industrial Development

Description: This class covers information relating to the Branch's activities and involvement relating to the development of the Canadian sector of the machinery industry, and to government incentives and assistance for Canadian firms in the form of grants, loans, contributions and write-offs. *Topics:* Industrial Development - Generally; Companies; Programs - Generally; Energy Conserving Equipment - Class 34; Enterprise Development Program; Foreign Investment - Reviews and Assessments; Industrial Design Assistance Program; Industrial Energy Research and Development Program; Defence Industry Productivity Program; Machinery Program; Program for the Advancement of Industrial Technology; Program for Enhanced Productivity; Program for Export Market Development; Regional Economic Development Program; Shipbuilding Industry Performance Improvements Program; Unsolicited Proposals Program.

ITC-830
Industrial Policy Development

Description: This class covers information relating to the Branch's activities and involvement as they relate to the development of a government industrial policy on horizontal issues (i.e., Energy) and on the machinery industry. *Topics:* Industrial Policy Development - Generally; Economic Intelligence; Horizontal Issues; Industry Sector Profiles; Machinery Industry (Vertical Issues); Nuclear Power.

ITC-840
Trade Development

Description: This class covers information relating to the development of foreign trade through fairs, exhibitions and missions, and advising Canadian industry of export opportunities and joint ventures. *Topics:* Trade Development - Generally; Fairs and Exhibitions; Missions and Visits; Industrial Co-operation; Equipment and Machinery.

ITC-850
Machinery and Equipment Advisory Board - Generally

Description: This class covers information relating to applications by importers to the Machinery and Equipment Advisory Board for duty remission on the importation of machinery equipment which is not available from production in Canada, as well as information from Canadian companies regarding various types of machinery and equipment they make in Canada. *Topics:* Machinery and Advisory Board - Generally; Application for Duty Remission; Machinery and Equipment made in Canada.

EDP System

- Some information on subject topic, Application for Duty Remission, is contained in the Machinery Program Control computer system.

ITC-860
Emergency Planning

Description: This class covers information relating to the Branch's activities as it relates to the preparation of plans and arrangements of those exceptional measures to be put into effect that have as their purpose the mitigation of the adverse effects of an imminent or actual emergency. *Topics:* Emergency Planning - General; Canadian Civil Emergency Planning; NATO Documents and Planning.

Technology Branch

This Branch is responsible for matters concerning science and technology in support of industrial trade objectives. It formulates and monitors policies and programs to promote industrial research and development, innovation and the use of advanced technology in Canada. It provides information and advice to management and other federal institutions on these matters. It administers programs to assist universities and non-profit organizations and is the department's representative in inter-departmental national and international scientific and technological activities.

Classes of Records

ITC-870
Technology - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, and with federal, provincial and foreign governments that would not be contained in other classes of records. *Topics:* Technology - Generally; Acts and Legislation; Association, Organizations, Institutes, Committees and Societies; Conferences and Meetings; Co-operation and Liaison; Reports and Statistics; Standards and Certification; Studies and Surveys; Trade Agreements, Negotiations and Treaties.

ITC-880
Programs

Description: This class covers information relating to assistance for research and development, productivity, marketing and innovation in the field of science and technology assistance for international business studies and the provision of management advice. *Topics:* Programs - Generally; Centres of Advanced Technology; Centres for International Business Studies; Defence Industry Productivity Program (DIPP); Enterprise Development Program (EDP); Industrial Energy Research Development (IERD); Industrial Innovation Centres - Generally; Industrial Research Associations; Industrial Research Institutes; Management Advisory Institutes; Program for the Advancement of Industrial Technology (PAIT); Technological Innovation Studies.

ITC-890
Technical Information

Description: This class covers information relating to correspondence and literature relating to Canadian industries to provide an information bank for industrial research and development. *Topics:* Technical Information - Generally; Chemicals; Electrical and Electronics; Energy; Machinery Industries; Resource Industries.

Surface Transportation Branch

This Branch monitors, assesses and assists in the development of government policies on surface transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the surface transportation industry.

Classes of Records

ITC-900
Surface Transportation - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys and studies relating to surface transportation that would not be contained in other classes of records. *Topics:* Surface Transportation - Generally; Associations, Clubs and Societies; Committees, Task Forces, Conferences and Meetings; Companies, Corporations, Firms; Co-operation and Liaison; Fairs and Exhibitions; Industrial Co-operation; Missions and Visits; Project Studies; Promotional Projects; Sector Profiles; Statistics; Tariffs and Duty Remissions.

ITC-910
Industrial Development

Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the surface transportation industry and surface transportation equipment manufacturers. *Topics:* Programs - Generally; Defence Industry Productivity (DIP); Enterprise Development Program (EDP); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Make or Buy Program (unsolicited proposals).

ITC-920
Vehicle and Rail System Industries

Description: This class covers information relating to the development of government policies on the vehicle and components industries, and railway industry, as well as the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the vehicle system and rail industries. *Topics:* Vehicle and Rail System Industries - Generally; Auto Parts; Markets; Motor Vehicles; Urban Transportation; Railways.

ITC-930
Automotive Task Force

Description: This class covers information relating to the Task Force's activities and involvement with organizations and associations in the public and private sectors; analysis of industrial statistics and examination of trade issue and marketing as they relate to the automotive aftermarket industry. *Topics:* Automotive Task Force - Generally; Associations; Automotive Industry Analysis; Committees, Conferences, Meetings; Companies, Firms; Industrial Development; Markets; Statistics; Trade Issues.

Textiles and Consumer Products Branch

This Branch monitors, assesses and assists in the development of government policies on textiles, clothing, leisure products, furniture, cultural industries and footwear; and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the textiles and consumer products industries.

Classes of Records

ITC-940
Fashion Office

Description: This class covers information relating to activities and involvement of the Fashion Office they relate to the improvement of the quality and creativity in Canadian fashion products, the building of a prestige image for Canadian fashion and for providing an environment that will encourage Canadian design talent. *Topics:* Administration; Fashion - Generally; Committees; Designer Development; Image Development.

ITC-950
Textiles and Consumer Products - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including federal and provincial governments, as well as its participation in trade fairs and exhibitions. It also covers standards and statistics relating to the textiles and consumer products industries that would not be contained in other classes of records. *Topics:* Textiles and Consumer Products - Generally; Exports and Imports; Fairs and Exhibitions, Missions and Visits; Governments; International Organizations; Standards; Statistics.

EDP System

- Some information on subject topic, Exports and Imports, is contained in the Textile and Consumer Products computer system, and the Information for Apparel and Textiles computer system.

ITC-960
Clothing Industry

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the clothing industry. *Topics:* Clothing Industry - Generally; Associations; Companies; Fairs, Exhibitions, Missions and Visits; Industry Development; Products.

ITC-970
Leisure Industries

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the leisure products industry. *Topics:* Leisure Industries - Generally; Associations; Book Programs; Companies; Fairs and Exhibitions; Missions and Visits; Products.

ITC-980
Furniture Industry

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the furniture industry. *Topics:* Furniture Industry - Generally; Fairs and Exhibitions; Missions and Visits; Products.

ITC-990
Footwear Industry

Description: This class covers information relating to the planning and execution of services and assistance designed to promote the establishment, improvement, efficiency, export market development and general economic development of the footwear industry. *Topics:* Footwear Industry - Generally; Associations; Companies; Fairs and Missions; Footwear and Leather Institute of Canada (FLICCC);

Footwear and Scholarship Program; Footwear Tanning Industry Adjustment Assistance Benefit Regulations (FTIABR); Products.

ITC-1000
Textile Industry

Description: This class covers information relating to the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic development of the textile industry. *Topics:* Textile Industry - Generally; Associations; Companies; Fairs, Exhibitions, Missions and Visits; Products.

ITC-1010
Policy Co-ordination and Analysis

Description: This class covers information relating to policies and special issues which affect economic activity in the textiles and consumer products industries. *Topics:* Policy Co-ordination and Analysis - Generally; Acts, Legislations, Relations, Treaties; Consultative Process; Industry, Trade and Commerce; Horizontal Issues; Proposals and Strategies.

ITC-1020
Programs

Description: This class covers information relating to government assistance to the textiles and consumer products industries in the form of grants, loans and contributions. *Topics:* Programs - Generally; Enterprise Development Program; Footwear and Tanning Industries Adjustment Program; General Adjustment Assistance Program; Program for the Advancement of Industrial Technology; Program for Export Market Development.

Canadian Industrial Renewal Board

The Canadian Industrial Renewal Board (CIRB) was set up to assist the restructuring, consolidation and modernization of the textile, clothing and footwear industries, to renew the economic base of communities heavily dependent on those industries, and to help workers affected by the liberalization of world trade in these commodities and by the rationalization process. The Board is made up of private and public sector members representing business, labour, consumer interests, the academic community and the federal government.

Under the CIRB programs, all textile, clothing and footwear firms in Canada are eligible for financial assistance for restructuring and modernization, for the establishment of common services, and for mergers and acquisitions. Other types of businesses in designated communities can also benefit from CIRB assistance for modernization, expansion and restructuring. As well, assistance to establish new businesses in designated communities is available. Assistance is provided in the form of loans, loan insurance and contributions.

A special package of labour adjustment programs, administered by the Canada Employment and Immigration Commission, is also available for laid-off textile, clothing and footwear workers within the CIRB program framework.

Classes of Records

ITC-1030
Canadian Industrial Renewal Board - Generally

Description: The activities and functions of the Canadian Industrial Renewal Board including correspondence on the Board of Directors, Board meetings. *Topics:* Canadian Industrial Renewal Board - Generally; Committees; Conferences, meetings, seminars; Board of Directors.

ITC-1040
Policy, Planning and Public Relations

Description: The planning and policy activities of the CIRB, including the determination of the efficiency of the program and public relations activities. *Topics:* Policy, Planning and Public Relations - Generally; Board of Directors meetings; Regulations; Multiyear operational plan; Budget; Community Development Strategy; Designated communities; Sector and subsector strategies; Manpower adjustment programs; Industrial Adjustment strategy; Communications and Public Relations; Federal/Provincial Relations; Unions; Associations - Generally; Consumer Associations.

ITC-1050
Sector Firms

Description: Records relating to the delivery of the programs administered by CIRB to firms in the Textile, Clothing and Footwear sectors applying for assistance. *Topics:* Sector Firms - Generally; Associations; Board of Directors meetings; Companies, Corporations, Firms; Consultants; Co-operation and Liaison - Federal Government departments and agencies; Sector Profiles; Programs.

ITC-1060
Economic Development and Industrial Promotion

Description: The economic development of designated communities, promotion of local firms in designated communities, as well as those firms wishing to relocate in these communities. Co-operation and liaison activities with labour forces, unions and municipalities. *Topics:* Economic development and Industrial promotion - generally; Committees, conferences, meetings; Press Clippings and Releases; Program Context and Preoccupations; Program Policies; Program Strategy; Program Benefits; Program Recipients; Program Activities; Community Data System; Community Profiles; Consultants.

Aerospace and Marine Branch

This Branch monitors, assesses and assists in the development of government policies on aerospace and marine transportation, and plans and executes programs and services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the aerospace and marine transportation industry.

Manuals:

- Shipbuilding Industry Assistance Regulations SOR/76-329
- Department of Industry, Trade and Commerce Shipbuilding Industry Assistance Program, Contribution for Performance Improvement: Guidelines for Shipbuilders

Classes of Records

ITC-1070
Aerospace and Marine - Generally

Description: This class covers information relating to the Branch's activities and involvement with various associations and organizations from the public and private sectors, including other departmental organizations. It also covers participation in trade fairs and missions, surveys, and studies relating to aerospace and marine that would not be contained in other classes of records. *Topics:* Aerospace and

Marine - Generally; Associations, Clubs and Societies; Committees, Task Forces, Conferences and Meetings; Companies, Corporations, Firms; Co-operation and Liaison; Fairs and Exhibitions; Industrial Co-operation; Missions and Visits; Project Studies; Promotional Projects; Sector Profiles; Statistics; Tariffs and Duty Remissions.

ITC-1080

Industrial Development

Description: This class covers information relating to departmental grants, loans and contributions programs designed to provide assistance to the aerospace and marine transportation equipment manufacturers. *Topics:* Programs - Generally; Canadian Content (Marine); Defence Industry Productivity (DIP); Defence Development and Production Sharing Program (DDPSP); Enterprise Development Program (EDP); Income Tax Act (Marine); General Adjustment Assistance Program (GAAP); Industrial Design Assistance Program (IDAP); Industrial Energy Research Development Program (IERD); Industry Modernization for Defence Export Program (IMDE); Program for Export Market Development (PEMD); Ship Construction Subsidy Regulations (SCSR); Shipbuilding Industry Assistance Program (SIAP); Shipbuilding Industry Assistance Program Construction (SIAPC); Shipbuilding Industry Assistance Regulations (SIAR); Shipbuilding Temporary Assistance Program Regulations (STAPR); Make or Buy Program (unsolicited proposals).

ITC-1090

Aerospace Industries

Description: This class covers information relating to the development of government policies on the aerospace industry, and the planning and execution of services designed to promote the establishment, improvement, efficiency, export and market development, and general economic growth of the aerospace industry. *Topics:* Aerospace - Generally; Industry Sector Policy; Aerospace Task Force; Markets; New Fighter Aircraft; Long Range Patrol Aircraft.

ITC-1100

Marine Industries

Description: This class covers information relating to the development of government policies on the marine industry, and the planning and execution of services designed to promote the establishment, improvement, efficiency, export market development and general economic growth of the marine industry. *Topics:* Marine Industries - Generally; Markets; Ocean Industries; Ships and Components; Canadian Patrol Frigate.

ITC-1110

Shipbuilding Assistance Review Group

Description: This class covers information relating to the development of a new Shipbuilding Industry Assistance Program. *Topics:* Shipbuilding Industry Assistance Program - Generally; Consultations; Projects and Studies.

Machinery and Equipment Advisory Board

The Machinery and Equipment Advisory Board Program entails a twofold approach to encourage the expansion and efficiency of Canadian manufacturing by (1) providing a reasonable measure of tariff protection to machinery manufacturers, and (2) enabling users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production.

Classes of Records

ITC-1120

Machinery and Equipment Advisory Board - Generally

Description: This class covers information relating to the development and operating guidelines of the machinery program. It also includes material relating to the receipt and control of applications for remission of duty under the machinery program. *Topics:* Machinery and Equipment Advisory Board - Generally; Guidelines; Remission Program; Submission Control; Surveys and Studies; Applications for Remission of Duty. Special Access Notes: Applications for remission of duty are microfilmed and filed alphabetically.

Canadian Government Office of Tourism

The Canadian Government Office of Tourism's main objective is to sustain the orderly growth of tourism in Canada. This is achieved by promoting travel to and within Canada and developing tourism markets through the activities of officers located in the Department of External Affairs posts abroad and ITC Regional Offices in Canada; and by assisting in the development and improvement of the Canadian tourism industry. These functions are performed with a maximum of co-ordination of federal, provincial and private sector activities bearing on tourism. The following branches report to the Assistant Deputy Minister, Tourism.

Tourism Marketing Branch

The Marketing Branch promotes travel to Canada from other countries, promotes travel within Canada by Canadians, and co-ordinates its activities with those of the provinces and territories and the private sector. It provides a focal point for the co-ordination of Canadian public and private sectors tourism marketing activities. The Branch uses a complex marketing program to both identify the tourism market and to create further demand within the market. The Branch carries out a full range of tourism marketing activities directly from headquarters and works closely with market development and promotion officers at various posts abroad, in the United States and at ITC Regional Office in Canada.

Tourism Development Branch

The Tourism Development Branch promotes growth and improvement in the Canadian tourism industry. It works to ensure that Canadian tourist attractions, facilities and services remain competitive in attracting, receiving and catering to the needs of visitors. It analyzes the tourism industry's strengths and weaknesses and, together with private industry and the federal and provincial governments, strives to improve the efficiency and effectiveness of the industry.

The Branch consults with regional tourism development officers located across Canada on a continuous basis to ensure that both national and regional tourism development objectives are being met to the fullest extent possible.

Manuals:

- Field Offices (Canada) Guidelines

- The Canadian Government Office of Tourism (CGOT) - Meetings and Incentive Travel Guidelines

Classes of Records

ITC-1130
Tourism

Description: This class covers information relating to the Canadian Government Office of Tourism's activities and involvement with the public and private sectors, including other government departments and foreign countries, that would not be contained in other classes of records. *Topics:* Tourism - Generally; Co-operation and Liaison; Committees; Complaints; Make-Work Programs; Organizations and Associations; Trade Agreements, Negotiations and Treaties; Companies, Corporations and Firms; Visiting College Students.

ITC-1140
Advertising and Direct Mail

Description: This class covers information relating to the advertising of Canada as a tourism destination both in Canada and throughout the world, including advertising campaigns, research and agencies used to promote Canada. *Topics:* Advertising - Generally, Ad Proofs, Agencies, Campaigns, Research, Solicitations; Direct-Marketing - Generally, Campaigns, Evaluation, Finance, Partners, Suppliers.

EDP Systems

- Some information on subject topic, Direct-Marketing (Generally), is contained in the Travel Trade computer system.

- Some information on subject topic, Direct-Marketing (Campaigns), is contained in the Tourism Daily Work computer system, the Travel Contact computer system, and the Letter Writer computer system.

ITC-1150
Communications, Media and Services

Description: This class covers information relating to the development, production and distribution of material used in promoting Canada. *Topics:* Communications, Media and Services - Generally; Editorals; Films; Photographs, Slides and Transparencies; Publications; Travel Information Services. Special Access Notes: Re: Films and Photographs, Slides and Transparencies: the films themselves are part of the National Film Board Tourism File Program and available through NFB; photographs, slides and transparencies are kept by the Promotional Production Section of the Canadian Government Office of Tourism.

ITC-1160
Industry Policy Development

Description: This class covers information relating to the development of a national tourism policy in conjunction with other federal and provincial government departments and the tourism industry in Canada. *Topics:* Industry Policy Development - Generally; Energy; National Tourism Plan; Industry Consultative Task Force.

ITC-1170
Marketing - Generally

Description: This class covers information relating to activities and involvement as they relate to the development of federal and provincial marketing plans for tourism. *Topics:* Marketing - Generally; Marketing Plans; Activity Forecasts.

EDP System

- Some information on subject topic, Activity Forecasts, is contained in the Tourism Impact/Expenditure Models computer system, the Canadian Tracking Survey computer system, the Canadian Travel Survey computer system, the Ontario Auto Exit Survey computer system and the Canadian Travel Survey Analysis computer system.

ITC-1180
Marketing Programs and Promotions

Description: This class covers information relating to programs and promotions designed to make the travel trade and the media aware of what Canada offers as a tourist destination and increase Canadians' awareness of the value of tourism. *Topics:* Programs and Promotions - Generally; Attitude and Awareness; Co-op Advertising; Consortia Product Launch; Familiarization Tours; Local Direct Marketing; Meetings and Incentives Travel Promotions; *Rendez-vous Canada*; Shows, Seminars, Conferences and Events; Visit Canada Program; Package Tour Development; Merchandising Aid and Display Material; Canada Marketing Assistance Program (CANMAP).

EDP Systems

- Some information on subject topic, Meetings and Incentives Travel Promotions, is contained in the Meetings and Incentives Travel computer system.

- Some information on subject topic, Rendez-vous Canada, is contained in the Rendez-vous Canada computer system.

- Some information on subject topic, Package Tour Development, is contained in the Package Tour Inventory computer system.

ITC-1190
Research and Analysis

Description: This class covers information relating to the collection of economic and market data and statistics required for tourism planning and policy formulation. *Topics:* Research and Analysis - Generally; Committees; Information Requests/Mailing Lists; Tourism Facilities Inventories; Tourism Futures; Tourism Industry Performance; Travel/Travellers and Non-Travellers.

EDP System

- Some information on subject topic, Tourism Industry Performance, is contained in the Statistical Reporting computer system.

ITC-1200
Tourism Development - Industry Evaluation and Improvement

Description: This class covers information relating to the evaluation and improvement of the tourism industry in Canada. *Topics:* Industry Evaluation and Improvement - Generally; Accommodation; Manpower Education and Training; Transportation.

EDP Systems

- Some information on subject topic, Accommodation, is contained in the Accommodations Inventory computer system.

- Some information on subject topic, Manpower Education and Training, is contained in the CGOT THRICE Publications computer system.

ITC-1210
Tourism Development - Regional Planning and Implementation

Description: This class covers information relating to the activities designed to stimulate the growth of the tourism industry in those regions of Canada designated for economic and industrial development: *Topics:* Regional Planning and Implementation - Generally; Provinces and Projects.

Department Secretariat

The Secretariat's main responsibility is the management of the Deputy Minister's Office. This includes the co-ordination of all briefings for the Ministers and the development of Management Committee and Policy Committee agendas. The Secretariat provides support services for the Ministers as well as liaison with the Privy Council and the Prime Minister's Office.

Classes of Records

All records held by the Departmental Secretariat are replicated elsewhere in the Department.

Special Access Note: Records are computer-indexed by various fields of information including subject topic, originator, etc. Records are stored on both paper and microfilm.

Communications Branch

The Communications Branch relays information about programs, policies and activities to the Department's publics through news releases, specialized promotional services and advertising. As well, the directorate performs the role of communication advisor during the formulation of departmental policy initiatives. It is also responsible for the licensing opportunities activities of the department.

Classes of Records

This is in addition to Communications Branch records listed in the Common Classes of Records section of the Access Register.

ITC-1220
Licensing Opportunities - Generally

Description: This class covers information on manufacturing opportunities pursued, offered and received generally, and manufacturing opportunities evaluated and promoted individually to selected parties or included in a publicity medium (New Products Bulletin), as well as technology transfer methods and industrial property protection. *Topics:* Licensing Opportunities - Generally; Domestic; Foreign; New Products Bulletin.

Office of Departmental Review

The Office of Departmental Review is responsible for developing and maintaining a comprehensive departmental audit program. This program consists of operational, financial, personnel and official languages audits.

Manual

- Audit Manual

Classes of Records

ITC-1230
Departmental Review - Generally

Description: This class covers information relating to the overall administration of auditing matters, methods, procedures, responsibilities for performing required audits, operational projects pertaining to departmental review. *Topics:* Departmental Review - Generally; Operational Projects.

Personnel Branch

The Personnel Branch is responsible for developing personnel policy and for providing a personnel service to management and all employees of the department. This includes job recruitment, pay and benefits, human resources training and development, and making recommendations concerning job classification. In addition, Personnel is involved in official languages, equal opportunities, employee relations and employee councelling activities.

Manuals

- A procedure for the circulation of Staffing Action Requests for PMIS
- A directive on the codification required for the PMIS
- The Instrument of Delegation of Personnel Authorities
- Procedure for the completion of the Official Language Input Form-Position Data (OLIS)
- Procedure for the Bilingualism Bonus Plan
- Procedure for the Language Knowledge Examination
- Procedure for the authorizing imperative staffing
- Procedure for Language Training
- Procedure for Audio-Visual Equipment
- Personnel Management Planning Process Guidelines
- Transfer Policy
- Redeployment Directives
- Internal Pay Procedures Manual

Office of Regional Affairs and Canadian Regional Offices

This office, through its regional office network, provides a focal point for the co-ordination and management of the overall departmental interface with provincial governments in the industrial development, trade and tourism areas and with federal departments and agencies primarily concerned with regional economic development and industrial diversification. The function is primarily one of advice, co-ordination, liaison and consultation.

The office provides operational guidance and administrative support to the department's ten regional offices located throughout Canada. These offices provide a wide range of trade and industrial assistance to

Canadian industry, and are focal points for the department's relations with the provinces. Regional offices provide information on the full range of ITC programs to the industries in their regions and administer the programs locally. In addition, the offices give information and advice on domestic and export market possibilities, and offer general assistance to Canadian industry for the expansion of trade and tourism.

All regional offices and ITC headquarters in Ottawa maintain a Business Information Centre. These Centres provide a regional source of information on all federal and provincial government programs and services available to Canadian industry.

Classes of Records

ITC-1240
Office of Regional Affairs - Generally

Description: This class covers information relating to the development of manufacturing and processing sectors, assistance and incentives for research, development, productivity, marketing, tourism, as well as co-ordination of trade development in the private sector as they relate to federal/provincial concerns. *Topics:* Office of Regional Affairs - General; Committees, Task Forces and Working Groups; Co-operation and Liaison Federal/Provincial Departments and Agencies - General; Provincial Affairs - General; Economic Development - General; Canadian Industry Policy Development; Programs - General, Provincial Development; Provincial Industrial Development; Trade Development - General; Export-Import Market Inquiries; Trade Promotion.

ITC-1250
Canadian Regional Office

Description: This class covers information relating to the Regional Offices activities and involvement with the public and private sector including government departments, that would not be contained in other classes of records. *Topics:* Canadian Regional Office - Generally; Acts and Legislation; Appreciation, Complaints, Inquiries; Associations, Clubs, Societies; Committees, Task Forces, Working Groups; Conferences, Meetings, Symposia; Co-operation and Liaison; Parliamentary Matters; Reports and Statistics; Trade Fairs, Missions and Exhibitions; Visits and Tours.

ITC-1260
Market and Industrial Development - Generally

Description: This class covers information relating to the administration of federal funded programs for the development of regional industries, technical advice and sales promotion for the development of industrial markets. *Topics:* Market and Industrial Development - Generally; Companies, Corporations and Firms; Financing; Industries; Programs.

ITC-1270
Business Information Centres

Description: This class covers information relating to the service provided by Industry, Trade and Commerce at the regional level in responding to questions from business on federal and provincial incentives and assistance to Canadian business. *Topics:* Business Information Centre - Generally; Co-operation and Liaison; Information Services; Programs.

ITC-1280
Tourism

Description: This class covers information relating to the orderly growth of tourism in Canada and assistance in the development of federal tourism policy. The promotion of travel to and within Canada and the development of tourism markets through the activities of the offices located in Canada and assistance to the Canadian tourist industry. *Topics:* Tourism - Generally; Associations, Clubs, Societies; Committees, Task Forces, Working Groups; Conferences, Meetings, Symposia; Co-operation and Liaison; Reports and Statistics; Research and Surveys; Tourism Development; Tourism Marketing.

Responsibilities

The Department is responsible for the supervision of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies, and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the Pension Benefits Standards Act. These are plans related to employments under federal jurisdiction or to work, undertaking, or business of a local or private nature in the Yukon Territory or the Northwest Territories.

The Department is responsible for provision of extensive actuarial services in connection with the Canada Pension Plan. It is responsible for providing actuarial advice to Revenue Canada as required by section 20(1)(s) of the Income Tax Act with respect to funding of actuarial deficiencies under pension plans approved for income tax purposes. It also provides actuarial advice to Revenue Canada with respect to maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. In addition, the Department provides actuarial services and advice concerning actuarial aspects of programs administered or proposed by other departments and in particular provides the extensive required actuarial services in connection with the valuation, administration and planning of all other government insurance and pension programs, except Unemployment Insurance and Government Annuities.

The Department is also responsible for administration of the Civil Service Insurance Act and the collection of certain premium taxes pursuant to Part I of the Excise Tax Act.

The Department administers the following Acts:

- Canadian and British Insurance Companies Act
- Foreign Insurance Companies Act
- Trust Companies Act
- Loan Companies Act
- Co-operative Credit Associations Act
- Investment Companies Act
- Pension Benefits Standards Act
- Civil Service Insurance Act
- Part I, Excise Tax Act

Access to Information Co-ordinator

Inquiries concerning the administration of the Access to Information Act in the Department should be addressed to:

Director
Finance and Administration Branch
15th Floor, East Tower
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0H2

Major Publications

Reports of the Superintendent of Insurance for Canada:

- Property and Casualty Insurance Companies
- Life Insurance Companies and Fraternal Benefit Societies
- Trust and Loan Companies
- Co-operative Credit Associations

Reports contain information on the financial condition and affairs of supervised companies. Reports are available in Canada through authorized bookstore agents of Supply and Services Canada and other bookstores or by mail from Canadian Government Publishing Centre, Supply and Services Canada, Ottawa, Canada K1A 0S9.

Major Data Sources

The financial data from which the information in the Reports referred to under Major Publications is available to the public via computer media access.

Data on the results of at least the three most recent years of operation can be obtained either through the purchase of computer tapes or by directly accessing the data through the facilities of the I.P. Sharp APL time-sharing system. The data bank is updated annually about the middle of July to include the results of operations for the year ending the previous December 31.

Further information may be obtained directly from I.P. Sharp Associates Limited. Inquiries should be directed either to:

I.P. Sharp Associates Limited
Box 418, Exchange Tower
2 First Canadian Place
Toronto, Ontario
M5X 1E3
Telephone: (416) 364-5361

I.P. Sharp Associates Limited
Suite 600
265 Carling Avenue
Ottawa, Ontario
K1S 2E1
Telephone: (613) 236-9942

I.P. Sharp Associates Limited
Suite 1610
555 Dorchester Boulevard West
Montreal, Quebec
H2Z 1B1
Telephone: (514) 866-4981

or:

Department of Insurance Canada
Ottawa, Ontario
K1A 0H2

Supervision of Companies

This activity involves the supervision, including periodic on-site examinations of books and records, of federally registered or licensed insurance, trust, loan and investment companies, fraternal benefit societies and co-operative credit societies, as well as supervision of employer pension plans relative to employments under federal jurisdiction.

Examination and other technical service and advice is provided to the Canada Deposit Insurance Corporation and, by agreement, similar service is provided to certain provincial jurisdictions concerning provincially-incorporated companies. As part of the examination program, reviews are made of the corporate income tax returns of insurance companies and reports are made to Revenue Canada on any significant findings.

Classes of Records

INS-10

Financial Institutions

Description: Information on incorporation and registration, financial statements, financial analysis and examination of companies, exchanges of correspondence with companies and with provincial jurisdictions, complaints and inquiries, and related data banks and software. *Topics:* Insurance companies; fraternal benefit societies; trust companies; loan companies; investment companies; co-operative credit societies. *Retrievability:* By company name. Storage Medium: Paper and EDP.

INS-20

Pension Plans Subject to Pension Benefits Standards Act

Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, inquiries regarding plans, and related valuation data bank and software. *Topics:* Pension plans subject to Pension Benefits Standards Act. *Retrievability:* By employer name. *Storage Medium:* Paper and EDP.

Actuarial Services

The Department provides actuarial services and advice to other government departments and performs extensive actuarial services in the valuation of government insurance and pension programs.

Classes of Records

INS-30

Actuarial Services Provided to Other Departments - Government Insurance and Pension Plans

Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. *Topics:* Public Service Superannuation Act; Public Service Superannuation Death Benefit; reciprocal transfer agreements; Supplementary Retirement Benefit Act; Canadian Forces Superannuation Act; Regular Forces Death Benefit; RCMP Superannuation Act; RCMP (Dependants) Pension Fund; Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Civil Service Insurance Act; Halifax Relief Pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. *Retrievability:* By plan. *Storage Medium:* Paper and EDP.

INS-40

Actuarial Advice Provided to Revenue Canada - Employer-Sponsored Pension Plans

Description: Records related to statutory actuarial advice to Revenue Canada, under the Income Tax Act (paragraph 20(1)(s) regarding employer past-service contributions to pension plans. *Topics:* Advice under Income Tax Act. *Retrievability:* Plans are assigned a number on receipt from Revenue Canada and filed numerically.

INS-50

Actuarial Advice Provided to Revenue Canada - Maximum Tax Actuarial Reserves

Description: Records of actuarial advice given to Revenue Canada on maximum tax actuarial reserves of life insurance companies and fraternal benefit societies. *Topics:* Maximum Tax Actuarial Reserves.

Administration

The Department administers the Civil Service Insurance Act and Part I of the Excise Tax Act. Under the Civil Service Insurance Act, life insurance was made available, by the Government, to public servants on a voluntary basis until 1954. Current activities involve receipt of premiums on premium-paying policies; correspondence with policy holders regarding changes of beneficiary, mode of payment, etc.; and processing of death claims and cash surrender values. Under Part I of the Excise Tax Act, a 10% premium tax is imposed on certain insurance premiums paid to unauthorized insurers, and to authorized insurers through brokers outside Canada.

Classes of Records

INS-60

Civil Service Insurance

Description: Records of holders of life insurance policies issued under the Civil Service Insurance Act. (Issuance of new policies was discontinued with the introduction of the Supplementary Death Benefit Plan in 1954.) *Topics:* Policies in Force; Death Claims; Surrenders; and Premium Records. *Retrievability:* Policies in force filed by policy number with cross-reference alphabetical index; death claims and surrenders filed by death claim or surrender number and cross-referenced to policy number; and premium records filed by policy number. *Storage Medium:* Paper; details of terminated policies stored on microfilm by policy number.

INS-70

Premium Tax

Description: Records on collection of 10% premium tax imposed under the Excise Tax Act (Part I) on certain insurance premiums paid to authorized insurers through brokers outside Canada or to unauthorized insurers, for coverage on risks in Canada. *Topics:* Authorized insurers, brokers or agents, and insureds. *Retrievability:* Alphabetically; insured records - alphabetically, by year.

Background

The Department of Justice was created as a department of the Government of Canada by the Department of Justice Act, passed at the First Session of Parliament of the Dominion of Canada, and assented to on May 22, 1868. This Act outlined the responsibilities of the Minister of Justice and the Attorney General of Canada. Except for the "superintendence of penitentiaries and the prison system of the Dominion," a function given to the Solicitor General of Canada by the Government Organization Act (1966), these responsibilities have remained substantially unchanged since the Act was first passed.

Laws and Regulations

As the Department of Justice provides legal services to all departments of the federal government, it is necessarily concerned, from time to time, with all statutes, both federal and provincial.

Overall Responsibilities

The responsibilities of the Department of Justice Canada are those of the Minister of Justice, as described in Section 4 of the Department of Justice Act, and of the Attorney General of Canada, as described in Section 5 of the same Act. The Minister of Justice is "ex officio" Her Majesty's Attorney General of Canada: that is to say, the office of Minister of Justice and that of the Attorney General of Canada are held by the same person. The responsibilities of these two offices are described in the Department of Justice as follows:

The Minister of Justice shall:

- be the official legal adviser of the Governor General and the legal member of Her Majesty's Privy Council for Canada;
- see that the administration of public affairs is in accordance with law;
- have the superintendence of all matters connected with the administration of justice in Canada, not within the jurisdiction of the governments of the provinces;
- advise upon the legislative Acts and proceedings of each of the legislatures of the provinces of Canada, and generally advise the Crown upon all matters of law referred to him by the Crown; and
- be charged generally with such other duties as are at any time assigned by the Governor in Council to the Minister of Justice. (R.S., C 71, S.4; 1966-67, C.25, S.45.)

The Attorney General of Canada shall:

- be entrusted with the powers and charged with the duties that belong to the office of the Attorney General of England by law or usage, so far as those powers and duties are applicable to Canada, and also with the powers and duties that, by the laws of the several provinces, belonged to the office of attorney general of each province up to the time when the British North America Act, 1867, came into effect, so far as those laws under the provisions of the said Act are to be administered and carried into effect by the Government of Canada;
- advise the heads of the several departments of the Government upon all matters of law connected with such departments;
- be charged with the settlement and approval of all instruments issued under the Great Seal;
- have the regulation and conduct of all litigation for or against the Crown or any public department, in respect of any subject within the authority or jurisdiction of Canada; and
- be charged generally with such other duties as are at any time assigned by the Governor in Council to the Attorney General of Canada. (R.S., C.71, S.5.)

It may be said that the Department of Justice Canada carries out, in relation to the Crown in right of Canada, such legal functions and services as are customary for a law firm to perform in respect of its clients. The general nature of the work, however, differs from that of a law firm to the extent and in the manner that the operations of government differ from those of corporations and individuals. Needless to say, the Minister cannot personally attend to all the legal work of the Government of Canada, and the Department of Justice Act provides for the appointment of a Deputy Minister of Justice, who is ex officio the Deputy Attorney General, as well as two Associate Deputy Ministers of Justice. The permanent staff of the Department, consisting in the main of lawyers and support personnel, is employed under the provisions of the Public Service Employment Act.

In the broadest terms, the work of the Department may be described as representing the Crown before the Courts in prosecutions or litigation, or before government boards and tribunals; providing legal advice or opinions on a very wide range of matters; and drafting legislation, contracts, and a variety of other legal documents. The Department is also concerned with the legal aspects of developing government policy, and the preparation of review of recommendations for reform of the law.

In addition, the Department is involved in the administration of a number of programs designed to improve the functioning of Canada's legal system. A limited number of grants or contributions are made in connection with legal education, research and law-related programs; and cost-sharing agreements are entered into with provincial and territorial governments in connection with Compensation to Victims of Violent Crime, Legal Aid in Criminal Cases, Unified Family Court Pilot Projects and Native Peoples Programs.

The role of the Department of Justice Canada does not include the provision of legal services or advice to members of the public.

Organization

The Headquarters of the Department is located in Ottawa. There are Regional Offices in Vancouver, Edmonton, Saskatoon, Winnipeg, Toronto, Montreal, Halifax, Yellowknife and Whitehorse. In the National Capital Region, legal service units of the Department of Justice Canada exist within the organization and on the premises of 39 other government departments or portions of the public service. These units provide legal services to those departments and agencies.

The following is a list of the Sections of the Headquarters Legal Branch of the Department.

Human Rights Law

This Section serves as the focal point for all legal activity arising out of the Canadian Charter of Rights and Freedoms, the Canadian Human Rights Act and other related domestic and international human rights instruments.

Civil Litigation

Officers of this Section represent the Crown in right of Canada or its agents in civil litigation arising in any of the common law provinces, in the courts of law or before government boards or tribunals, in the collection of monies owed the Crown and settlement of claims.

Tax Litigation

Officers of this Section deal with appeals from income tax assessments and coverage appeals under the Unemployment Insurance Act (1971) and the Canada Pension Plan.

Civil Law

This Section is concerned with both litigious and real property matters involving the federal government, arising in the Province of Quebec, and with appearances before the courts as well as boards and tribunals under both federal and provincial jurisdiction.

Criminal Prosecutions

The Section has responsibility for prosecution of infractions under federal statutes other than the Criminal Code, and related criminal matters including the implementation of Canada's obligations under the Extradition and Fugitive Offenders Acts.

Prosecutions under all statutes including the Criminal Code are conducted by Department of Justice Canada officers in the Yukon Territory and in the Northwest Territories.

Advisory and Administrative Law

This Section deals with the preparation of legal opinions, questions involving the validity of administrative actions by government, policy reforms in the general area of administrative law and human rights questions.

Constitutional and International Law

This Section is concerned with all aspects of constitutional law, and both private and public international law.

Admiralty and Maritime Law

This area has recently been recognized as a separate and specialized function in the Department, and involves litigation as well as consultation and advice.

Commercial Law

This Section is concerned with commercial law matters involving the federal government.

Property

The Section is responsible for non-litigious legal work related to land and the acquisition of land throughout Canada, except in the Province of Quebec, by purchase and expropriation as well as disposition of land by letters patent.

Information Law and Privacy

The Section deals with matters related to access to information and the protection of privacy.

Policy Planning

This Section is responsible for developing legal initiatives and responses to emerging social problems and to review recommendations for changes in the law as well as for examining the legal implications of government policy in its formative stages.

Criminal Law Amendments

The Section keeps under review all judicial decisions affecting the interpretation of the Criminal Code of Canada and provides legal advice concerning proposed amendments to the Criminal Code and other statutes.

Programs and Law Information Development

This Section is responsible for the administration of cost-shared programs with provincial and territorial governments in legal matters, contributions to private and public organizations engaged in research studies and experimental programs, and for other grants and contributions.

Evaluation and Statistics

The Section studies and evaluates programs funded through the Department of Justice Canada and makes recommendations on the need for socio-legal research.

Legislation

This Section is responsible for drafting all Bills presented to Parliament as the legislative program of the government.

Privy Council Office

In addition to providing certain legal services to the Privy Council Office, this Section prepares regulations under statutes and reviews all statutory instruments in accordance with the Statutory Instruments Act.

The following is a list of federal government departments, or other portions of the public service, in which the Department of Justice Canada has legal offices in the National Capital Region. This service is known as Departmental Legal Services.

- Department of Agriculture
- Department of Communications

- Department of Consumer and Corporate Affairs
- Department of Employment and Immigration and Canada Employment and Immigration Commission
- Department of Energy, Mines and Resources
- Department of the Environment
- Department of Finance
- Department of Fisheries and Oceans
- Department of Indian Affairs and Northern Development
- Department of Industry, Trade and Commerce
- Department of Insurance
- Department of Labour
- Department of National Defence
- Department of National Health and Welfare
- Department of National Revenue (Customs and Excise)
- Department of National Revenue (Taxation)
- Department of Public Works
- Department of Regional Industrial Expansion
- Department of the Secretary of State of Canada
- Statistics Canada
- Department of Supply and Services
- Department of the Solicitor General
- Department of Transport
- Treasury Board
- Department of Veterans Affairs
- Atomic Energy Control Board
- Canada Post Corporation
- Canadian Dairy Commission
- Canadian International Development Agency
- Canadian Pension Commission
- Foreign Investment Review Agency
- National Capital Commission
- National Parole Board
- National Research Council
- Privy Council Office
- Public Service Commission
- Royal Canadian Mint
- Royal Canadian Mounted Police
- Northern Pipeline Agency

Support services fo. the Department of Justice Canada are provided by the Administration Branch which includes personnel and financial services, information and library services. The Branch also includes a Central Divorce Registry which maintains computerized records of all divorces in Canada since July 2, 1968.

Access Procedures

Formal requests for access to information under the Access to Information Act should be made to:

Access to Information Co-ordinator
Department of Justice Canada
Justice Building, Room 420D
239 Wellington Street
Ottawa, Ontario
K1A 0H8
Telephone: (613) 996-9914

Classes of Records

The following categories of records are held by Headquarters, Regional Offices and departmental legal services units of the Department.

JUST-10
Prosecutions and Related Criminal Matters

Description: Information on prosecutions for infractions of federal statutes; prosecutions under the Criminal Code in the Yukon Territory and the Northwest Territories only; and extradition cases. It consists of briefs and pleadings at both trial and appeal stages, and includes informations, subpoenas and other writs, transcripts of evidence and related memoranda of law, summaries, statements, memoranda and correspondence.

JUST-20
Litigation

Description: Pleadings, briefs, appeal books, transcripts and statements of evidence, writ, opinions and related correspondence on cases in which the Crown in right of Canada is a party, including cases of hearings before government boards and tribunals, involving all manner of civil causes of action.

JUST-30
Legal Advice

Description: Formal opinions, by memoranda of law or letter, correspondence requesting legal opinions, and memoranda and correspondence providing legal advice to any department or agency of the Government of Canada.

JUST-40
Drafting

Description: Instructions for legislation, including background papers and treaties; memoranda of law; correspondence; submissions to the Governor in Council; memoranda to Cabinet; drafts of all Bills presented to Parliament; regulations, orders, proclamations and commissions. The information includes property and commercial documents, agreements of all kinds, waivers, licences and formal contracts.

JUST-50
Property

Description: Legal instruments related to the acquisition of real property by purchase or expropriation and the disposition of real property by letters patent. The documents include various agreements, leases, deeds, licences, title abstracts, letters patent, and related correspondence and memoranda.

JUST-60
Policy Development

Description: Information on policy and policy development; includes extensive memoranda of law and fact, interdepartmental memoranda and correspondence, and evaluation of statistical studies and surveys in socio-legal matters.

JUST-70
Contribution and Grants

Description: Memoranda and contribution agreements, financial documents and correspondence concerning monies voted by Parliament for contributions to provinces, individuals or organizations; such grants and contributions have as their purpose the improvement of the administration of justice in Canada.

JUST-80
Divorce Statistics

Description: Statistics on all divorce petitions filed in Canada since 1968.

JUST-90
Administration

Description: Information on all financial, personnel and other support records of a non-legal nature.

Labour Canada

Background

The Department of Labour was established in 1900 under the Conciliation Act. It now operates under the Department of Labour Act.

Since its inception, Labour Canada has been closely involved in many of the social and economic changes that shaped the first part of the twentieth century. It has seen the country emerge from a basically agricultural economy to an industrial nation of urban communities employing ninety-four (94) per cent of the work force.

The increasing complexities of labour affairs during this time have resulted in substantial demands of governments in general, and labour ministries in particular.

Laws and Regulations

Parliamentary Committee - Labour, Manpower and Immigration.

The Minister is responsible for:

- Canada Labour Code (R.S.C. 1970, C.L-1)
  - Part III (Labour Standards)
  - Part IV (Safety of Employees)
  - Part V (Industrial Relations)
- Department of Labour Act (R.S.C. 1970, C.L-2)
- Fair Wages and Hours of Labour Act (R.S.C. 1970, C.L-3)
- Government Employees Compensation Act (R.S.C. 1970, C.G-8)
- Merchant Seamen Compensation Act (R.S.C. 1970, C.M-11) as amended by R.S.C. 1970, C.19 (2nd Suppl.)

The Department administers the following Acts:

- The Canada Labour Code
  - Part III (Labour Standards)
  - Part IV (Safety of Employees)
  - Part V (Industrial Relations)
- Department of Labour Act
- Fair Wages and Hours of Labour Act
- Government Employees Compensation Act
- Merchant Seamen Compensation Act

Overall Responsibilities

Legislation administered by the Department includes working conditions such as hours of work, minimum wages, annual vacations, holidays with pay, equal wages, unjust dismissal, group and individual terminations of employment, severance pay, the regulation of fair wages and hours of labour contracts made with the federal government for construction, remodelling, repair or demolition of any work; federal mediation and conciliation services; government employee and merchant seamen compensation; occupational safety and health; transitional assistance benefits for workers and labour adjustment assistance benefits for workers affected by redundancies and layoffs.

Departmental programs are designed to:

- improve worker safety and health in the work environment through enforcement of legislation coupled with research, investigation and advisory services; the quality of working life also receives a high priority;
- improve the collective bargaining system to maintain smooth, flexible and rapid expansion of this process by improvement of the Department's conciliation, mediation and arbitration services; and
- improve labour-management relations through education, information and consultation to foster trust and understanding in the workplace, and replace conflict with co-operation as a means of resolving disputes.

Labour Canada concerns itself directly with employees, employers and unions in enterprises which are national, interprovincial or international in character. This jurisdiction covers interprovincial and international railways, highway transport, telephone, telegraph and cable systems, pipelines, canals, ferries, tunnels and bridges, shipping and shipping services; radio and television broadcasting, including cablevision; air transport, and airports; banks; grain elevators; flour and feed mills, feed warehouses and grain seed cleaning plants; and certain Crown corporations.

Generally speaking, all other enterprises in the labour field fall within the jurisdiction of provincial or territorial governments.

Organization

The Minister of Labour heads the Department and is responsible to Parliament for all departmental policies and programs. Directly reporting to the Minister is the Deputy Minister of Labour who supervises the day-to-day activities of the Department and to whom all managers report directly or indirectly.

The Merchant Seamen Compensation Board reports directly to the Minister of Labour, while the Canada Labour Relations Board and the Canadian Centre for Occupational Health and Safety report to Parliament through the Minister of Labour.

Reporting directly to the Deputy Minister of Labour are four programs headed by Assistant Deputy Ministers: the Federal Mediation and Conciliation Services, Program Development and Central Operations, Policy Co-ordination and Liaison; and two programs headed by Directors-General: Regional Operations and Administrative Policy and Services. In addition, three branches report to the Deputy Minister: Personnel, Women's Bureau, and Legal Services (seconded from the Department of Justice Canada).

Within these programs there are five regional offices, 16 district labour offices, and 22 line and service branches. (For more detailed information on these programs and branches, see the sections on operational functions and classes of records.)

Access Procedures

The Departmental Co-ordinator for Access to Information and Privacy Acts administers this function within the department including preparation and revision of the departmental entry in the Access Register, determination of exemptions and third party notification, responses to inquiries from the Information Commissioner, and appeals before the federal court. Inquiries on the administration of the Access to Information and Privacy Acts should be addressed to:

Office of the Co-ordinator
Access to Information and Privacy Acts

Labour Canada
Ottawa, Ontario
K1A 0J2

General departmental and branch information is provided by the Communication Services Directorate through headquarters facilities in Ottawa, and by departmental regional offices. Contact may be made in person, by telephone, or by writing to Labour Canada at one of the following addresses:

Headquarters

(Mail)
Communication Services Directorate
Labour Canada
Ottawa, Ontario
K1A 0J2

(Location)
II Place du Portage
10th Floor
165 Hôtel de Ville Street
Hull, P.Q.
Telephone: (819) 997-2617

Mountain Region

Labour Canada
750 Cambie Street
7th Floor
Vancouver, B.C.
V6B 2P2
Telephone: (604) 666-1656

Central Region

Labour Canada
Canadian Grain Commission Building
400 - 303 Main Street
Winnipeg, Manitoba
R3C 3G7
Telephone: (204) 161-6375

Great Lakes Region

Labour Canada
Mezzanine, Suite 200
4900 Yonge Street
Willowdale, Ontario
M2N 6C3
Telephone: (416) 224-3850

St. Lawrence Region

Labour Canada
Port of Montreal Building
2nd Floor, 3rd Wing
Cité du Havre
Montreal, P.Q.
H3C 3R5
Telephone: (514) 283-5730

Atlantic Region

Labour Canada
Professional Arts Building
4th Floor
100 Arden Street
Moncton, N.B.
E1C 4B7
Telephone: (506) 388-6640

Library Services

The Departmental Library and Legislative Analysis Service, with reading room facilities, may be reached as follows:

Headquarters

(Mail)
Library and Legislative Analysis
Labour Canada
Ottawa, Ontario
K1A 0J2

(Location)
II Place du Portage
7th Floor
165 Hôtel de Ville Street
Hull, P.Q.
Telephone: (819) 997-3540

Administrative Policy and Services

The Personnel Branch is responsible for the Department's personnel relations: human resources, classification, pay, staff relations, and employee services. In addition, it looks after the Department's official languages plan, language training and the equal opportunity program.

Operational Services supervises several divisions: accommodation, material services, word processing, graphics and design, printing, forms control, records management, storage and mail and distribution.

The Finance Branch handles accounting, allotment control, program forecasts, estimates and budgets.

The Data Processing Branch provides automated systems support for the Department's programs.

The Communication Services Directorate draws public attention to and encourages public support for the Department's programs and services. It is responsible for media relations, audio-visual services, editorial and creative writing services, and publishing. It produces the Department's annual report and its house organ.

Additional information may be obtained from the public relations office, (819) 997-2617.

Women's Bureau

The Bureau reviews legislation, programs and policies on the employment of women and recommends initiatives indicated by socio-economic developments which affect women in the workplace. It co-operates with federal, provincial, and international agencies to improve the situation of women working for pay and conducts in-depth research on relevant current issues. The Bureau is a focal point within and outside the Department for information concerning women in the labour force. Promotional activities are carried out to facilitate improvements, support, and recognition of women's concerns in the world of paid work.

Classes of Records

LAB-10
Conferences and Committees

Description: Information on conferences, committees, etc., in which the Bureau participates. *Topics:* Minutes; proceedings of conferences; committees; conventions; commissions; International Women's Year and meetings.

LAB-20
International Labour Organization - United Nations

Description: Information on the Bureau's involvement in the International Labour Organization (ILO), the Organization for Economic Co-operation and Development (OECD), and the United Nations with regard to women in the labour force. *Topics:* ILO - general; Government of Canada (Article 22) to ILO; Eight Conference of American States Members of ILO; meetings of the Deputy Minister of Labour on ILO questions; ILO, meetings, conference (sessions); United Nations - general; General Assembly (by session); International Committee on Human Rights; Economic and Social Council; Commission on Status of Women (by session, population, commission, conferences); and OECD (various committees).

LAB-30
Liaison and Public Relations

Description: Information on Bureau liaison with other organizations on women in the labour force. *Topics:* Liaison with provinces, departments, countries, associations and organizations; public relations - general, publications requested and received; suggestions and representations; complaints; and publicity.

LAB-40
Reports, Studies

Description: Legislation, reports, studies, submissions and projects on women in the labour force. *Topics:* Canada Labour Code, Part I (Fair Employment Practices), now repealed; Canadian Human Rights Act (1978); Canada Labour Code, Part III (Labour Standards); Fair Wages and Hours of Labour Act; reports, studies, submissions and projects.

Merchant Seamen Compensation Board

The Board administers the Merchant Seamen Compensation Act which provides Workers' Compensation coverage for seamen who are employed on vessels registered in Canada and who are not covered by a provincial Workers' Compensation Act.

Classes of Records

LAB-50
Act and Coverage

Description: Information on compensation and coverage for federal employees who make claims as a result of an accident or other work-related injury. *Topics:* Claims; amendments and regulations; reciprocal arrangements; security and insurance requirements; appointment of medical advisors. *Retrievability:* Files arranged by individual claim, organization, association and company.

Canadian Centre for Occupational Health and Safety

The Centre promotes the fundamental right of all Canadians to a healthy, safe working environment. Among its main functions is the maintenance of an integrated information system for the dissemination of authoritative information on all aspects of occupational health and safety, and the stimulation of research in this vital area.

Classes of Records

LAB-60
Interim Planning Group

Description: Information on the temporary planning group for the setting up of a Canadian Centre for Occupational Health and Safety. *Topics:* Terms of reference; minutes of meetings; membership lists; and itineraries.

LAB-70
Internal and External Contacts

Description: Information on liaison, exchanges of information, publications and requests. *Topics:* International, provincial governments and boards; employers' associations; unions; professional and scientific organizations; federal departments and agencies.

Federal Mediation and Conciliation Service

Program Planning and Technical Support Branch

The Branch carries out specialized research activities and projects pertinent to the resolution of labour-management disputes and studies industrial relations implications of government policy initiatives. It provides operational research support to conciliation officers and mediators in the field and headquarters, and directly assists the Senior Assistant Deputy Minister in the development and implementation of policies. In addition, it analyzes developments and trends in industrial relations in Canada, the United States and other countries.

Classes of Records

LAB-80
Federal Industries

Description: Information on research into collective bargaining issues, developments and trends in industries under federal jurisdiction. *Topics:* Federal industries - general; boards, committees, etc.; projects; air and highway transport, railways, shipping; hotels; banks; Crown corporations; canals, ferries, tunnels, bridges; fishing industry; flour and feed; grain trade; mining; pipelines; radio and television, telephone, telegraph, cable systems; longshoring; and construction.

LAB-90
Negotiations for Railway Employees

Description: Information on research related to negotiations for railway employees. *Topics:* Railway negotiations - general; associated non-operating employees (Canadian National, Canadian Pacific and other, shop craft employees); Canadian National, Canadian Pacific Railways - running trades.

Arbitration Services Branch

The Branch processes arbitration requests to the Minister; supplies and Minister with names of independent arbitrators qualified to hear rights disputes and maintains an extensive, up-to-date, nation-wide inventory of arbitrators; records and indexes all arbitrary awards and publishes summaries of more significant decisions in the Arbitration Services Reporter; researches labour legislation, cases, policies, and practices related to the grievance dispute settlement process in Canada.

Classes of Records

LAB-100
Arbitration

Description: Information on arbitration under Part V of the Canada Labour Code (Industrial Relations). *Topics:* Arbitration - general; cases under Part V of the Canada Labour Code (Industrial Relations); studies and surveys; awards; inventory of curriculum vitae of persons interested in acting as arbitrators. *Retrievability:* Files arranged by province, union and company.

LAB-110
Appointment of Adjudicators

Description: Information on the appointments of adjudicators under the Canada Labour Code (Unjust Dismissal). *Topics:* Ministerial authorities to accept Unjust Dismissal complaints after 30 days: Section 61.5 (2), Division V.7, Part III of the Canada Labour Code. *Retrievability:* Files arranged by individual and company.

Mediation and Conciliation Branch

The Branch provides neutral third-party assistance to labour and management to resolve disputes arising during the negotiation of collective agreements or during the term of an agreement by appointing Conciliation Officers, Conciliation Commissioners or Boards and Mediators under Part V of the Canada Labour Code (Industrial Relations). It also helps improve labour relations between specific parties through the practice of preventive mediation techniques and the general labour relations climate through the appointment of Industrial Inquiry Commissions and Task Forces.

Classes of Records

LAB-120
Conciliation and Mediation

Description: Information on requests for conciliation or mediation assistance under the Canada Labour Code, Part V (Industrial Relations). *Topics:* Requests for conciliation; proceedings of conciliation officers; commissioners and mediators; by union and company.

LAB-130
Consent to Prosecute

Description: Information on consents to prosecute union members for violations under the Canada Labour Code, Part V (Industrial Relations). *Topics:* Consents to prosecute; complaints and prosecutions. *Retrievability:* Files arranged by union, company and individual.

LAB-140
Direct Negotiations and Consent to Complain

Description: Information on direct negotiations between parties to collective bargaining and requests for ministerial consent for complaints to the Canada Labour Relations Board alleging unfair labour practices. *Topics:* Notices to bargain; direct bargaining histories; requests for ministerial consent to complain to the Canada Labour Relations Board under Section 187 (5) of the Canada Labour Code (bargaining-related complaints).

LAB-150
General Inquiries on Labour Relations

Description: Correspondence and general documentation on labour relations topics. *Topics:* Industrial labour conditions and labour relations - general; strikes and lockouts; government departments and agencies; trade unions; individual unions; revitilization program railway passenger services (VIA); air transport; banks; fishing; grain elevators; highway transports or trucking; mining and processing; radio and television; railways; shipping; stevedoring and longshoring; telephone and telegraph systems; construction; shipbuilding; pulp and paper; metal trades; petroleum products; musicians; textiles; fur industry; meat packing industry; safety, seniority, pensions, hours of work, wages, dismissal. Special Access Note: File arranged by industry, union and subject.

LAB-160
Industrial Inquiry Commissions, Boards, Task Force on Labour Relations

Description: Information on labour relations - independent committees established to inquire into specific topics under the Canada Labour Code, Part V (Industrial Relations). *Topics:* Proceedings of the Task Force on Labour Relations (committee minutes, studies, briefs, Cabinet discussions, final recommendations); proceedings of various Industrial Inquiry Commissions and Boards established under the Canada Labour Code (minutes, submissions, reports and recommendations).

LAB-170
Preventive Mediation (formerly Industry Specialist Assignments)

Description: Information on preventive mediation assignments of branch staff to assist parties in their labour relationship during closed period of their collective agreements. Files arranged by officer, company, union and problem.

LAB-180
Reasons for Judgements Canada Labour Relations Board

Description: Information on judgements made by the Canada Labour Relations Board under the Canada Labour Code, Part V (Industrial Relations). *Retrievability:* These files are arranged by Canada Labour Relations Board number in Series 500.

Policy Co-ordination and Liaison

International Relations Branch

The Branch is responsible for the Department's international labour activities including those connected to the International Labour Organization (ILO) and other international bodies of which Canada is a member or in which it has a strong interest. It also acts as an intelligence unit generating information and suggestions to appropriate centres in the Department; conducts consultations with the provinces on ILO questions; consults with labour and employer organizations on ILO matters; and maintains liaison with the Canada Branch of the ILO.

Classes of Records

LAB-190
Conferences, Committees, Meetings

Description: Information on international conferences, committees and meetings on the labour field, including minutes and proceedings. *Topics:* Conferences - International Labour Organization annual conference, American, preparatory, regional, tripartite, international, Eight Regional Conference of American States; committees - advisory, governing body, preparatory, joint, committee of experts, industrial; and meetings - joint, meetings of experts, international, technical tripartite, and tripartite.

LAB-200
International Centre for Advanced Technical and Vocational Training

Description: Information on the Department's international labour activities. *Topics:* Board meetings; information; bulletins; financial; Canadian membership on staff and advisory board; fellowship training (individual trainees).

LAB-210
International Institute for Labour Studies

Description: Information on the Department's international labour activities. *Topics:* Canadian fellowship program; financial; African regional seminar.

LAB-220
International Labour Organization

Description: Information on the Department's international labour and International Labour Organization activities.

LAB-230
International Services

Description: Information on the Department's international labour activities, includes gathering of information. *Topics:* Sources of information by country, labour counsellors - United Kingdom, Belgium, United States; Canada - U.S. automotive agreements; training of workers in other countries.

LAB-240
Organization for Economic Co-operation and Development

Description: Information on the Organization for Economic Co-operation and Development, in which the Department has a strong interest includes minutes and proceedings. *Topics:* Directorates; committees; working parties; committee of experts; seminars; conference; commissions. Special Access Note: Files arranged by session and subject.

LAB-250
United Nations

Description: Information on labour activities at the United Nations. *Topics:* Financial; press releases; United Nations development programs; United Nations Economic and Social Council - commissions, specialized agencies, technical assistance board.

Social Policy and Federal-Provincial Relations Branch

The Branch works toward strengthening consultative efforts between levels of governments and developing new mechanisms, either on a bilateral or multilateral basis, to assist in the resolution of problems between federal and provincial governments in the labour field. It also assesses various federal-provincial labour policy issues; arranges federal-provincial labour meetings; provides secretariat services to the Canadian Association of Administrators of Labour Legislation; and analyzes various government initiatives in the social policy field, identifying possible implications for the Department. The Branch conducts meetings with the departments on a subject matter basis; holds meetings of Social Development Deputy Ministers; and maintains liaison with the Ministry of State for Social Development.

Classes of Records

LAB-260
Conferences and Meetings

Description: Information on activities between federal and provincial governments in the labour field, organization, arrangements and other secretariat services for the Canadian Association of Administrators of Labour Legislation, conferences and related matters. *Topics:* Labour Ministers' conferences; memberships; annual conference; meetings of the executives; Statistics and Research Standing Committee; Women in Employment Committee; Occupational Safety and Health Committee; Labour Relations Committee; Labour Standards Committee.

Planning and Liaison Branch

The Branch is accountable for developing and recommending policy options, developing and implementing long-term and operational planning processes and co-ordinating consultation with labour, business and government to ensure the implementation of labour relations policies which support and enhance economic and social development.

Classes of Records

LAB-270
Policy Co-ordination

Description: Information on departmental policies and the liaison functions of the Branch. *Topics:* Briefs; submissions; conferences; committees; meetings; speeches; proposals; Post-controls Program; liaison with various organizations.

Program Evaluation Branch

The Branch is accountable for the effective management of the corporate program evaluation and internal audit activities to ensure, through the implementation of departmental and Treasury Board policies, the effectiveness and efficiency of the departmental programs and administrative systems.

Classes of Records

LAB-280
Program Evaluation

Description: Information on personnel, Senior Committee on Accountability, liaison, policy and papers, organizations, other committees, plans, and evaluation studies.

Central Analytical Services

Economic and Industrial Relations Research Branch

The Branch provides analytical and advisory services in the area of general and labour economics to strengthen the Department's capacity to understand and predict the influences of economic factors and trends on departmental activities. The work includes research and analysis in wage determination, economic trends and prospects, socio-economic impact analyses of labour standards, minimum wage and structural issues such as productivity, etc. The Economic and Industrial Relations Research Branch also has policy responsibility for the Adjustment Assistance Benefits Programs.

Classes of Records

LAB-290
Adjustment Assistance Benefits

Description: Information on the financial assistance to workers in the automotive, textile and clothing, leather footwear and tanning industries. *Topics:* Adjustment assistance benefits generally, policies; reports on transitional assistance by the Unemployment Insurance Commission - benefits, overpayments and case files.

LAB-300
Economic Analysis

Description: Information on statistical analysis of the labour force and economic conditions in industries. *Topics:* Statistical analysis of the labour market; cost of living; economic conditions and policy; wage analyses in different industries.

LAB-310
Grants

Description: Information on financial assistance to individuals or groups of individuals for their studies in industrial relations in the labour field. *Topics:* University and departmental grants - policy, application for, and grants: by individual and associations.

LAB-320
Pensions and Insurance Research

Description: Information on the Uniform Statistical Program, communications on federal jurisdiction pension plans and pension plan issues and legislation. *Topics:* Statistics on individual companies; pension submissions by companies and other parties; acts and bills on pensions; and insurance plan legislation in Canada and other countries. *Retrievability:* Files arranged by industry, company, individual and country.

Industrial Relations Information Service

The Services are responsible for encouraging and facilitating access to public information required by those involved in the collective bargaining process.

Classes of Records

LAB-330
Industrial Relations Information Services

Description: Information on activities to encourage and facilitate access to the public information required by those involved in the collective bargaining process. *Topics:* Administration; public relations; data system; committees, boards, conferences, meetings, seminars; liaison and co-operation with provincial governments; management; organizations and associations; labour-unions; federal departments and agencies; universities and institutions; regional and International offices.

Labour Data Branch

The Branch collects, processes, publishes and disseminates data on current major collective bargaining settlements, the wage implications of settlements and the various provisions in collective agreements; occupational wage rates and certain conditions of employment for most industries; work stoppages due to strikes and lockouts; and information on labour organizations and union membership. The Branch also maintains an extensive library of collective agreements from all jurisdictions in Canada, and retains for public viewing copies of the non-confidential labour union returns received under the Corporations and Labour Unions Returns Act (C.A.L.U.R.A).

Classes of Records

LAB-340
Corporations and Labour Unions Returns Act (C.A.L.U.R.A)

Description: Copies of the non-confidential part of labour union returns for public viewing. *Topics:* General; names of unions and organizations; names and addresses of union; names of officers; number of members; name and address of employers with whom union has collective agreements. *Retrievability:* There is a nominal charge for public viewing.

LAB-350
Collective Agreements

Description: All collective agreements under federal jurisdiction and agreements under provincial jurisdiction covering 200 or more employees. *Storage Medium:* Microfiche for older agreements, and computer tapes. Special Access Note: Files arranged by employer, province, location, industry and union.

LAB-360
Collective Bargaining

Description: Information on major collective agreement settlements, their wage changes and statistics. Storage Medium: Computer and microfiche.

LAB-370
Research

Description: Information on wage, operational and policy research for Labour Canada. *Topics:* Research - general; wage determination and changes; Labour Code; fair employment practice; labour standards - wages, working conditions; industrial relations - general; federal jurisdiction wage research by industry; working conditions; working standards survey; new initiatives - general; projects; directory of industrial relations - courses and questionnaires; union research activities questionnaire; behavioural research - general; and projects.

LAB-380
Strikes and Lockouts and Labour Union Information

Description: Data on strikes, lockouts, union membership, and directory information on labour organizations.

LAB-390
Wage Rates and Working Conditions

Description: Aggregate data in automated form from an annual survey of occupational wage rates, hours of work and certain working conditions at most establishments with 20 or more employees. *Topics:* Surveys - general; special requests for computer work; special surveys;

elevator accidents; labour cost surveys (by industry); liaison and co-operation with provincial governments; outside surveys; working condition matters; annual survey; occupation wage rates; standard hours of work; vacations with pay; paid holidays; selected other benefits (periodic).

Library and Legislative Analysis Branch

The Branch provides a departmental and national information service in the fields of labour affairs and labour legislation to improve access to knowledge and enable more informed decision making.

The Legislative Analysis Unit undertakes research into labour laws and related administrative practices in all jurisdictions in Canada.

Classes of Records

LAB-400
Labour Documentation

Description: Information on labour statutes, bills, acts, regulations, publications, reports which facilitate labour research. *Topics:* Bills; Regulations; Revised Statutes and Gazettes for all jurisdictions in Canada; Canadian and American Labour Law Reports; publications on labour legislation; and special reports.

Regional Operations

Employment Relations and Conditions of Work Branch

The Branch is concerned with the improvement of conditions of work in the federally regulated private sector and the reduction of industrial unrest in all of Canada, through changes in Part III (Labour Standards) and V (Industrial Relations) of the Canada Labour Code, and through the development and growth of constructive labour management relations through the promotion of labour education and quality of working life innovations.

Classes of Records

LAB-410
Acts, Regulations and Legislation

Description: Information on representations, revision, development and amendments of Part III (Labour Standards) of the Canada Labour Code, Fair Wages and Hours of Labour Act and the Female Employees Equal Pay Act. *Topics:* Labour Standards - general; Canada Labour Code, Part III (Labour Standards) - general; representations (for or against) the Code; rules and regulations of the Code; revision, development and amendments to the Code; hours of work extension orders; interpretation coverage by industry; inquiries on the Code by industry; ministerial orders; inquiries outside the scope of our Code by province; posting of notice of the Code; studies, complaints, investigations, shared cost program projects, and inquiries.

LAB-420
Complaints

Description: Information on complaints, investigations and prosecutions under Part III (Labour Standards) of the Canada Labour Code. *Topics:* Legal opinions; investigations; reports and prosecutions against individuals, groups and companies; inspection procedures. *Retrievability:* Files are located at regional offices.

LAB-430
Federal Contracts

Description: Information on federal contracts, by department or agency, to individuals and companies. *Topics:* General policy; labour conditions under federal contracts. *Retrievability:* Files located at regional offices.

LAB-440
Hours of Work

Description: Information on hours of work, exemptions and related matters. *Topics:* Hours of work - general; interpretation; application and reports; averaging; regulations to, modification to and policy; studies, surveys; liaison - internal and provincial committees; individual industry exemptions; and correspondence.

LAB-450
Inquiry Commissions

Description: Information on inquiry commissions pertaining to Part III (Labour Standards) of the Canada Labour Code. *Retrievability:* Files are arranged by subject, industry and section of the Code.

LAB-460
Labour Education Program

Description: Information on financial assistance to unions, academic institutions, employee associations and individual union members for Labour Education purposes. *Topics:* Administration; finances; publicity, program evaluation; research and statistics; training; meetings, boards, committees; conferences and seminars; liaison and co-operation with regional offices, government departments and agencies, provincial governments and foreign countries; liaison with associations, organizations, federations of labour, academic institutions; and applications for financial assistance under the Labour Education Support Program. *Retrievability:* Files are arranged by province, project, region, department or agency, country, organization, association, union, academic institution and individual.

LAB-470
Layoffs and Terminations

Description: Information on layoffs and terminations. *Topics:* Group and individual termination - general; interpretation; application policy; unjust dismissal, general and interpretation; redundancy and layoff program - general.

LAB-480
Leave and Pay

Description: Information on holidays, maternity, bereavement, sick leave, vacation with pay, severance and garnishment pay. *Topics:* Holidays - interpretations, substitution with or without collective agreement, by industry and federal department; maternity, bereavement and sick leave - interpretations by industry; vacation with pay - interpretation, warning, approving vacation for year of employment; severance pay - general; garnishment - interpretations and policy.

LAB-490
Quality of Working Life

Description: Information on promotional, educational and related activities in support of improvements in the quality of working life. *Topics:* Administration; liaison with resource persons and consultants; universities; professional and trade associations; individual companies and employers; regional offices; labour organizations; foreign governments; federal departments and agencies; provincial governments;

municipalities; foreign and international institutions; Canadian institutions; promotion and communications; training and development research; conferences; and seminars.

LAB-500
Wages

Description: Information on minimum wages on deferments, equal wages and payment of wages. *Topics:* Minimum wages - general, interpretation by industry, paid on a basis other than time; reduced wages for the handicapped and trainees; statement of wage exemptions; deferments - general; equal wages - general, interpretation by industry; payment of wages - general and interpretations.

Occupational Safety and Health Branch

The Branch develops policies and programs to promote safe and healthy working conditions through the application of Part IV (Safety of Employees) of the Canada Labour Code. It also provides industrial safety and occupational engineering services and is responsible for policy on the administration of work injury compensation for federal employees and penitentiary inmates.

Classes of Records

LAB-510
Accidents

Description: Information on the reporting and investigation of accidents and work-related injuries; also complaints and inquiries by individuals and companies. *Topics:* Accidents - general; reports of fatalities; accident reports; investigations, complaints and inquiries on personal injuries and fatalities. *Storage Medium:* Grain Elevator Accident Statistics (Computer Tape). Special Access Notes: Most files are located only in regional offices; by industry and company.

LAB-520
Compensation

Description: Information on compensation for federal employees and penitentiary inmates who make claims for personal injuries suffered in work-related incidents. *Topics:* Claims; terms and conditions to establish coverage; provincial arrangements; special compensation arrangements for the coverage of non-federal employees while on assignment with the Crown. *Storage Medium:* Compensation claims are on microfiche. *Retrievability:* Claim files located at regional offices.

LAB-530
Laws and Regulations - Safety and Health

Description: Information on safety legislation, standards and regulations. *Topics:* Revisions, development, amendments, interpretations and jurisdictional matters on the Canada Labour Code, Part IV (Safety of Employees); development of safety and health regulations; exemptions and approvals under the Regulations; federal and provincial legislation; standards and regulations. Special Access Note: Files are organized by topic, province, and country.

LAB-540
Research and Statistics

Description: Information on bibliographic research, general surveys and statistics. *Topics:* Statistical committee, provincial statistics - Canada Labour Code, Part IV (Safety of Employees); accidents - number and costs; and fatalities. *Storage Medium:* Elevator accident statistics on computer tape.

LAB-550
Safety and Health

Description: Information on safety and health surveys (in automated form), studies on hazards to workers in various sectors, and other activities to assist in the development of improved safety for workers. *Topics:* Occupational safety and health; inquiry commissions and boards; provincial inspection agreements; monitoring studies.

LAB-560
CN Rail and CP Rail Safety and Health Committees

Description: Information on safety and health committees as established under Canada Labour Code, Part IV (Safety of Employees), Section 84.1, in various sectors in the Central Region in both major railways. *Topics:* Committee minutes; guidelines; task force reports; and monitoring studies. N.B.: These files are unique to the Central Region

National Defence

Background

Historically, the objective of Canada's armed forces has been to ensure the security of Canada and to contribute to the maintenance of world peace. The roles and functions of National Defence and its principal component, the Canadian Armed Forces, change from time to time to address the perceived threat to Canada's security. The evolution of the Canadian Forces must therefore be viewed as an ongoing modernization process reacting to ever-changing world conditions.

Laws and Regulations

The Minister of National Defence is the designated minister for the following acts of Parliament:

- Canadian Forces Superannuation Act, Revised Statutes of Canada (R.S.C.)
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970
- Aeronautics Act, R.S.C. 1970 for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport

Overall Responsibilities

The basic roles and responsibilities of the Department may be summarized as follows:

- To supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development.
- To enhance the security of Canada against military threat by co-operating with the United States in the defence of North America.
- To enhance the security of Canada by co-operating in collective defence measures under the North Atlantic Treaty.
- To promote international stability, both by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations.
- To provide effective control, management, and administration of all activities of the Department and the Canadian Armed Forces.
- To provide the services necessary to ensure adequate supply and technical support for the Department and the Canadian Armed Forces.
- To provide all levels of training for the Canadian Armed Forces.
- To maintain and advance Canadian scientific and technological knowledge and analytical capability for defence.

Key Contacts

Access to Information Co-ordinator

Please address requests to:

DND Co-ordinator
Access to Information
National Defence Headquarters
Ottawa, Ontario
K1A 0K2
Telephone: (613) 996-6696

General Inquiries

(613) 992-4581

Media Inquiries

(613) 996-2353

Departmental Library

(613) 996-0831

Publications

The bilingual publication "Defence Canada 81", Catalogue No. D3-6/1982 ISBN 0-662-51635-4, is published annually by National Defence. The publication is designed to provide an overview of current strategic considerations relative to defence planning and highlights departmental activities during the preceding year.

Access Procedures

National Defence and the Canadian Forces process formal requests under the Access to Information Act through a central agency. Requests are channelled to the Access to Information Co-ordinator, whose staff then initiate and monitor the action required to provide a response.

Informal requests for information on departmental programs and activities from the public and the media may be directed to any one of the many National Defence Offices of Information listed in the Government of Canada publication "1982 Index to Programs and Services". Requests for information may also be directed to National Defence Headquarters, Ottawa, Ontario, K1A 0K2, telephone (613) 992-7147.

Register of Information Sources and Manuals by Activity

The following provides the information holdings of the Department of National Defence:

Defence Program Division

The Division develops and maintains the Defence Program Management Systems, controls and reviews the Defence Services Program, analyses options to meet the Department's capability goals, reviews and guides the management of major projects, and prepares the Defence Services Program Forecast.

Manual

- Defence Program Management System Guidance Manual

Classes of Records

ND-10
Defence Programming

Description: Information related to the planning, programming, budgeting, and managing of the Defence Services Program. *Topics:* The control and identification of all defence activities.

ND-20
Forecasts of Expenditures

Description: Information related to government expenditures and the Expenditure Management System. *Topics:* Forecasts of expenditures for all Defence services program activities.

Operational Research and Analysis Branch

The Branch directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

Classes of Records

ND-30
Operational Research and Analysis

Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. *Topics:* Operational research-land, maritime, air; research analysis of logistics, manpower, mathematics and statistics, social and economic, and strategic.

Policy Planning Branch

The Branch is responsible for originating and advising on policy matters, evaluating strategic developments, developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities, and co-ordinating policy planning with external agencies, and in particular, Canada's involvement with NATO.

Classes of Records

ND-40
Strategic Assessment

Description: The Department of National Defence Strategic Assessment files dealing with the study of international, political, economic, and military events and trends.

ND-50
Policy Planning with External Agencies (Canadian and Foreign)

Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. *Topics:* Integration of Government External Operations; United Nations; Policy; Peacekeeping; and International Peace Academy.

ND-60
NATO

Description: Information on the North Atlantic Treaty Organization. *Topics:* NATO Agreement; NATO Committees; NATO Defence Measures and Plans; NATO Mutual Aid; NATO Organization and Establishment; and NATO Defence Review.

Organization and Manpower Division

The Division is responsible for generating departmental organizational policy, procedures, structures, changes, and orders; identifying total military and civilian manpower requirements with the Department, both current and future; controlling military rank and occupational code structures; developing and maintaining the Official Position List of continuing civilian employees; controlling the casual person-year allocation; developing and maintaining manpower scales and standards; managing the On-site Manpower Evaluation Program; and producing and maintaining unit establishment documents.

Manuals

- **Organization and Establishment Manuals**
- **Volume I - Concept for the Canadian Forces (to be renamed)**
- **Volume II - Establishment Policy and Procedures**
- **Volume III - Establishment Criteria**
- **National Defence Headquarters Organization Book**
- **Unit Identification Code Manual**
- **Official Position List**

Classes of Records

ND-70
Organization

Description: Information on departmental organization structure and Canadian Forces Organization Orders. *Topics:* Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes.

ND-80
Establishment and Official Position List

Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian Official Position List. *Topics:* Canadian Forces establishments (monthly and quarterly Establishment recapitulations); civilian Official Position List; On-site Manpower Evaluation Reports.

ND-90
Manpower Standards

Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. *Topics:* Manpower standards and establishment criteria.

Personnel Development Branch

The Branch is responsible for developing personnel policies, officer training and education, and for conducting research in these areas. The Branch is also responsible for the effective overview and administration of special research, planning, and development studies.

Manuals

- **Personnel Selection Services Manual**
- **Manual of Recruiting**

Classes of Records

ND-100
Officer Production

Description: Information on the policies and procedures for the production of officers. *Topics:* Regular Officer Training Plan; Officer Candidate Training Plan; and the admission of women to military colleges.

ND-110
Personnel Selection

Description: Information on personnel selection policies and standards, research and development of standards for selection of personnel, second career assistance network, attitude surveys, leadership assessments, non-commissioned officer selection, and commissioning plans selection standards.

ND-120
Personnel Studies

Description: Studies on personnel development research. *Topics:* Various departmental studies on personnel (civilian and military) such as Premature Release, Aircrew - Future Requirement (1976), and others.

ND-130
Officer Development

Description: Information on officer development, education, training, and commissioning requirements. *Topics:* Officer Professional Development Program; the granting of degrees; post commissioning - general; entry and initial training; staff courses - general; and staff college training requirements.

Recruiting, Education, and Training Division

The Division is responsible for the development and implementation of policy with regard to Regular Force and Reserves recruiting and selection, and individual training and education of military and civilian members of the Department.

Classes of Records

ND-140
Training-General

Description: Information on policy guidelines for co-ordinating training development activities in the Canadian Forces. *Topics:* Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology.

ND-150
Enrolment and Recruiting

Description: Information dealing with enrolment and recruiting within the Canadian Forces. *Topics:* Recruiting advertising; enrolment inquiries for Canadians, aliens, and officer applicants, and for Regular Officer Training Plan; enrolment applications for Officer Candidate Training Plan and for females.

ND-160
Civilian Personnel - Employee Training

Description: General guideline and correspondence files on civilian training within the Canadian Forces. *Topics:* Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study.

Dependants Education Programs Division

The Division is responsible for developing policy on, and administering, organizing constracting, equipping, and operating the National Defence Dependants School System. This includes teacher establishments and salary agreements, the attendance of children at municipal schools on payment of school fees, and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Forces serving in Canada and abroad.

Classes of Records

ND-170
Education of children of members of the Canadian Forces

Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. *Topics:* Overseas (Schools); teachers' recruitment and nomination (Overseas Schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada).

Official Languages Division

The Division is responsible for the development of all departmental official languages policies, both military and civilian, ensuring that they are in accordance with the Official Languages Act, government policies, and the requirements of the Department. This includes the responsibility to evaluate, monitor, and amend existing policies, and formulate, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the Division identifies the language requirements of all civilian positions, maintains an automated information system on civilian personnel, and schedules their language training.

Manuals

- Official Languages Plan (Military)
- Official Languages Plan (Civilian)
- Manual for the Identification of Language Requirements of Military Positions
- Administrative and Staff Procedures (Volume 5) Military Terminology - Part one: Military Lexicon; Part two: Military Glossary

Classes of Records

ND-180
Official Languages

Description: Information on the administration of the Department's official language plans. *Topics:* Official languages; civilian requirements; military requirements; and departmental official language plan.

ND-190
Language Training

Description: Information on language training in the Department.

Personnel Services Division

The Division is responsible for originating, developing, and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Forces members, their dependents, and resident ND civilian employees. The Division is also responsible for administering all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX).

Manuals

- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Canadian Forces Mess Administration Manual
- Administration and Operation of Physical Education and Recreation Programs Manual

Classes of Records

ND-200
Canadian Forces Exchange System (CANEX)

Description: Information on the Canadian Forces Exchange System. *Topics:* Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and Public Support.

ND-210
Amenities - Canadian Forces

Description: Information on the Canadian Forces Amenity programs. *Topics:* Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes.

ND-220
Canadian Forces Physical Education and Recreation

Description: Information on the Canadian Forces Physical Education and Recreation Programs. *Topics:* Policy; physical education and recreation - sports; and sports competitions and championships - national and international.

ND-230
Non-Public Funds - Canadian Forces

Description: Information on Canadian Forces non-public funds. *Topics:* Canadian Forces central funds; benevolent - Welfare - Trust and Assistance Funds; and Public Support to Non-Public Funds.

Compensation and Benefits Division

The Division is responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for personnel employed in a wide variety of environments and requiring special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

Classes of Records

ND-240
Personnel Insurance

Description: Information on policies and procedures for hospital and medical benefits to dependants of military personnel. *Topics:* Hospital and medical; medicare; Service Income Security Insurance Plan; etc.

ND-250
Industrial Relations and Compensation

Description: Information on military compensation and benefits in relation to comparable benefits available outside the military.

ND-260
Financial Benefits - Pay and Allowances

Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. *Topics:* Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants.

Personnel Co-ordination and Administrative Services Division

The Division is responsible for the administrative functions of the Departmental Personnel Management Information Systems, investigation of and replies to personnel inquiries and complaints including those under the provisions of the Canadian Human Rights Act and the Privacy Act, publication of personnel newsletters for both military and civilian personnel, records management services for personnel records, and fatal casualties.

Manual

- Personnel Management Information System Manual

Classes of Records

ND-270
Canadian Human Rights Act

Description: Policy, guideline, and correspondence files on the relationship between the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence.

ND-280
Privacy Act

Description: Information on the Privacy Act with respect to present and former military personnel or civilian employees of National Defence. *Topics:* Privacy Act - policy; information banks; statistical returns; complaints and investigations; and inquiries.

ND-290
Canadian Forces Personnel Newsletter

Description: Information on the production, distribution, and subjects in the Newsletter. *Topics:* Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution.

ND-300
National Defence Public Service Communique

Description: Information on the production, distribution, and subjects in the Communique. *Topics:* Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution.

ND-310
Personnel Management Information Systems

Description: Information on the personnel management information systems. *Topics:* Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and specialty qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project.

ND-320
Documentation and Records

Description: Information on the requirement for documentation and records for Canadian Forces personnel. *Topics:* Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records.

Personnel Careers and Senior Appointments Branch

The Branch is responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; determining military standards of dress, drill and ceremonial; administering honourary military appointments; and monitoring conditions of service as experienced by service members and their dependants.

Manuals

- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks
- Canadian Forces Dress Manual

Classes of Records

ND-330
Badges and Insignia

Description: Information dealing with the badges and insignia of the Canadian Forces. *Topics:* Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification.

ND-340
Postings

Description: Information on postings and transfers of Canadian Forces personnel. *Topics:* Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses.

ND-350
Battle Honours

Description: Information dealing with battle honours.

ND-360
Ceremonies, Celebrations

Description: Information dealing with participation, by National Defence, in ceremonies and celebrations. *Topics:* Ceremonies and celebrations; centennials; and observance of special days.

ND-370
Colours, Flags

Description: Information dealing with colours and flags. *Topics:* Flags; pennants; colours; devices; and accessories.

ND-380
Appointments

Description: Information dealing with military appointments. *Topics:* Senior appointments, aides-de-camp, commanders; Colonel Commandants; Colonel of the Regiment; and Honourary.

ND-390
Bands

Description: Information dealing with bands of the Canadian Forces. *Topics:* Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies.

ND-400
Dress Instructions

Description: Information on dress regulation and clothing requirements in the Canadian Forces. *Topics:* Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose.

ND-410
Careers

Description: Information dealing with career matters of Canadian Forces personnel. *Topics:* Careers, Officers; Career Development Program, other ranks; and careers, men.

ND-420
Engagement and Re-engagement

Description: Information dealing with engagement and re-engagement of Canadian Forces personnel. *Topics:* Policy; extension of service; vested rights; and liability to serve.

ND-430
Honours and Awards

Description: Information on honours and awards. *Topics:* Honours; awards; citations; commendations; medals; and decorations.

ND-440
Promotions

Description: Information dealing with promotions of Canadian Forces personnel. *Topics:* Promotions, Officers; and promotions, other ranks.

ND-450
Other Ranks

Description: Information dealing with ranks and rank structure of the Canadian Forces. *Topics:* Ranks, general; ranks, qualifying examinations; and rank structure.

ND-460
Releases

Description: Information dealing with releases of Canadian Forces personnel. *Topics:* Policy; officers; and other ranks.

ND-470
Remustering of Tradesmen

Description: Information dealing with the remustering of Canadian Forces personnel.

ND-480
Retirement

Description: Information dealing with retirement of Canadian Forces personnel. *Topics:* Policy; premature retirement; and compulsory retirement.

Chaplain General Protestant Division

The Division is responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Forces personnel and dependants. This includes the implementation of ecclesiastical and military policy, as it affects the ministry of chaplains, to members of the Forces and their dependants; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the Reserves and Cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on Chaplain Service in the Forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

Manuals

- Contemporary Hymn Book
- Working Resources Manual, Chaplains' Handbook

Classes of Records

ND-490
Chaplain Services - Protestant

Description: Information on chapel and religious activities conducted for, or on behalf of, the Canadian Forces personnel and their dependants. *Topics:* Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday School Mission Project.

ND-500
Chaplain Training - Protestant

Description: Information on training conducted to increase the effectiveness of Chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants. *Topics:* Advanced Chaplain courses; refresher course; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses.

Chaplain General Roman Catholic Division

The Chaplain General (Roman Catholic) is the principal adviser within the Department for upholding and fostering spiritual values and the pastoral care of Catholic servicemen and dependants. In addition, he recommends and implements ecclesiastical and military policy as it affects the ministry of chaplains to members of the Canadian Forces and their dependants and administers programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and dependants. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic Military Vicar of the Canadian Forces.

Manual

- Chaplain Handbook (Roman Catholic)

Classes of Records

ND-510
Chaplain Training - Roman Catholic

Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of the Canadian Forces personnel and their dependants. *Topics:* Military training; indoctrinational courses; special courses; orientation courses; and reserve officer training.

ND-520
Chaplain Services - Roman Catholic

Description: Information on church and religious activities conducted for, or on behalf of, the Canadian Forces personnel and their dependants. *Topics:* Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference Command, Base and Officiating Chaplains, ecclesiastical monthly reports, and ecumenism.

Manpower Utilization Division

The Director General Manpower Utilization is responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements; ensuring that personnel requirements, establishments, and actual strengths are harmonized within approved policies and budgets; allocating military manpower resources within manning priorities to fill established positions; preparing, and subsequently controlling, annual personnel estimates for military and civilian personnel pay and allowances, salaries, wages, and pension contributions required by the Department; and forecasting and controlling military posting and removal expenses. The Division is responsible for determining the Occupational Analysis requirements for the Canadian Forces.

Manuals

- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Manual of Officers' Classification Structure

Classes of Records

ND-530
Service Personnel - Occupational Analysis

Description: Information dealing with miscellaneous aspects of service personnel activities. *Topics:* Officers; and other ranks. *Retrievability:* Military Occupation Code Numbers.

ND-540
Officer Classification Structure

Description: Information dealing with officer classification structure. *Topics:* Environment (land, sea, air); revenues; and classification specifications. *Retrievability:* Military Occupation Code (MOC) numbers.

ND-550
Employment

Description: Information on the employment of personnel in the Canadian Forces. *Topics:* Military employment of personnel resources; and military reserves employment.

ND-560
Exchanges, Loans, and Secondments

Description: Information dealing with the administration of personnel exchanges, loans, and secondments. *Topics:* United Nations; Commonwealth nations; allied nations; and other government departments.

ND-570
Manpower

Description: Information on manpower programming. *Topics:* Strength and attrition forecasts - Officer Training Plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities.

ND-580
Qualifications

Description: Information dealing with the qualifications of officers and men. *Topics:* Qualifications; requirements; and officers and other ranks. Special Note: Files arranged by Military Occupation Code (MOC) number.

ND-590
Trade Evaluation and Structure

Description: Information dealing with trade evaluation structure and specifications. *Retrievability:* Files arranged by Military Occupation Code.

Classification Division

The Director General Classification is responsible for the administration and application of the classification system to all ND civilian employees. In addition, it handles employees' classification grievances, audits regional classification offices, and develops policies, directives, methods and procedures.

Manual

- Manager's classification handbook

Classes of Records

ND-600
Classification Revision Program

Description: General correspondence and document files on the Classification Audit Programme, the revision of classification standards and internal classification studies, the classification Policy Manual, monthly classification activity reports, classification of civilian personnel positions in the Canadian Forces Europe, classification grievances, and the classification audit program.

ND-610
Position Classification

Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

Civilian Personnel Services Division

The Division is responsible for developing policies and plans and implementing programs for recruitment, promotion, transfer, career management and lay-off of departmental civilian employees, for implementing and maintaining a complete departmental civilian personnel administrative service, for representing the Department in the development of government-wide policies and programs in all of these personnel areas, and for providing advice to senior military and civilian officials on personnel administration matters.

Manual

- Civilian Personnel Administrative Orders

Classes of Records

ND-620
Civilian Personnel Services

Description: Information dealing with the administration of the Department's civilian personnel activities. *Topics:* General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; Casual Labour Program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower.

Surgeon General Branch

The Branch is responsible for the organization and administration of the Canadian Forces Medical Services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans, and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Forces requirements.

Manuals

- Canadian Forces Medical Orders
- Canadian Forces Health Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Medical Standards for the Canadian Forces Manual
- Environmental Standards for Canadian Forces Medical Services Laboratories Manual
- Canadian Forces Laboratory Manual
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services

Classes of Records

ND-630
Documentation and Records - Medical

Description: Information dealing with medical documentation and records, and their release. *Topics:* Medical dental records. *Retrievability:* Permission of individual concerned is required.

ND-640
Welfare

Description: Information dealing with the Canadian Forces Welfare Program and Services. *Topics:* Financial counseling; and social work services.

ND-650
Medical Services

Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. *Topics:* Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; Diseases and Conditions - tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation - Industrial, pest control; laboratory services; medicine; medicine - aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision.

ND-660
Medical, Dental and Veterinary Equipment and Supplies

Description: Information dealing with the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. *Topics:* Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies - medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment.

Dental Services Division

The Division is responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Forces, and in certain areas, their dependants and other civilians. This includes providing treatment along with the necessary accommodation, equipment and supplies; preparing the related budget; coordinating Command and Dental Unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; and maintaining liaison and representing the Canadian Forces with dental services of other nations, with federal and provincial dental associations, and educational agencies in Canada.

Manuals

- Canadian Forces Dental Orders
- Canadian Forces Catalogue of Dental Supplies
- Manual of Preventive Dentistry

Classes of Records

ND-670
Dental Treatment Services

Description: Information on policy and statistics and general information on provision of dental care in the Canadian Forces Dental Services. *Topics:* General policies; entitlement, to dental treatment, of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing.

ND-680
Personnel Dental Records

Description: Dental fitness and treatment records. *Topics:* Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. *Retrievability:* Files arranged by name, rank and Social Insurance Number. Permission of individual concerned is required.

Reserves and Cadets Division

The Division is responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components, operational information, structuring and development, operational training, equipment acquisition, and the implementation of National Defence Headquarters Reserve policy. The Division also provides advice on departmental support to cadet programs sponsored by the Navy, Army Cadet, and Air Cadet Leagues.

Manuals

- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve
- Queen's Regulations and Orders for the Canadian Cadet Organizations

Classes of Records

ND-690
Cadets

Description: Information dealing with the administration, organization, and establishment of Cadet Corps and Schools, cadet training courses, and cadet exchanges. *Topics:* Cadet; and Cadets - Air, Army, Sea

ND-700
Reserves

Description: Information dealing with the administration, training, doctrine for employment, operational information, structure and development, and equipment acquisition for the Reserves. *Topics:* Reserves general administration; policy; and equipment policy for the Reserves.

Maritime Plans, Operations and Requirements Branch

The Branch is responsible, within National Defence Headquarters, for the development of maritime policy and doctrine relating to force structure, capability requirements, equipment requirements, contingency plans, operational employment, resource management, manning, training standards, and the policy for training and employment of the Naval Reserve.

Manuals

- Maritime Strategy Study (1970-2000) Manual
- Maritime Force Development Guide Manual

- **Maritime Commander's Operational Planning Guidance Manual**

Classes of Records

ND-710
Auxiliary Fleet Administration

Description: Correspondence on the administration of the auxiliary fleet. *Topics:* General administration, docking and undocking reports, finance and accounting, replacement program, equipment, and personnel.

ND-720
Maritime Collisions

Description: Correspondence and reports on collisions at sea. *Topics:* Groundings; berthing incidents; and mishaps.

ND-730
Command and Control - Sea

Description: Correspondence on the various maritime systems generically called Command and Control systems which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea.

ND-740
Maritime Defence

Description: Correspondence on maritime defence. *Topics:* Defence of ships; utilization of Government-owned vessels during emergency or war; torpedo counter-measures; Maritime Forces deployment; Maritime Defence in the Arctic; security of Canadian ports, internal waters, and shipping.

ND-750
Maritime Operations

Description: Correspondence on maritime operations. *Topics:* Employment of Maritime Forces; ships' Movement Reporting System; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries - fisheries patrols.

ND-760
Maritime Operations - Contingency

Description: Correspondence on maritime contingency operations. *Topics:* Civil direction of shipping; naval control of shipping; Naval Officer-in-Charge Organization; and Fisheries Emergency Control Organization.

Army Requirements and Operations Branch

The Branch is responsible for Army future force development, doctrine (what we teach), force structuring, operational training and planning, equipment requirements, and scaling of equipment.

Manuals

- **Army Doctrine Manuals**
- **Army Future Force Development Manual**
- **Army Logistics Guide**
- **Army Field Scales Manual**
- **Army Field Force Equipment Tables**
- **Army Ammunition Staff Tables**
- **Helicopter Operating Instructions (Army) Manual**

Classes of Records

ND-770
Organization (Army)

Description: Information on development of force structure and unit establishments. *Topics:* Units and formations.

ND-780
Command and Control Systems - Land

Description: Information on development and user input to Command and Control System, development of operational concepts and organization for the land forces, and Combat Development Canada.

ND-790
Instructional Material

Description: Instructional pamphlets, book, manuals, etc. resulting from the development of Land Doctrine.

ND-800
Land Environment

Description: Information on the British Army Training Conference (Training in Canada) and British Exercises in Canada.

ND-810
Appointments - Colonel Commandant

Description: Information on the appointment and activities of Colonel Commandants for Branches of the Canadian Forces.

ND-820
Appointments - Colonel of the Regiment

Description: Information on the appointment and activities of Colonels of the Regiment of the Canadian Forces Regiments.

Air Doctrine and Operations Branch

The Branch is responsible for all air force matters including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This Branch also advises on Air Reserve employment and training policy, and provides environmental representation to meet national and international liaison and representational requirements.

Manuals

- **Canadian Forces Nuclear Safety and Inspection Orders Manual**
- **Search and Rescue Orders and Procedures Manual**

Classes of Records

ND-830
Air Defence

Description: **Information on Air Defence as it applies to North America.** ***Topics:*** **Movement of aircraft, detection and tracking, and deployment of aircraft.**

ND-840
Air Doctrine and Operations

Description: Information on various modes of employment of air vehicles in both the combat and support role. *Topics:* Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development.

ND-850
Air Regulations - Infractions

Description: Information on Security identification zones air regulations in general, and investigation of infractions.

ND-860
Air Traffic Control

Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. *Topics:* Control of airways; zones; and military flying areas.

ND-870
Air Weapons Safety

Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents.

ND-880
Flight Information

Description: Notices to airmen, danger and restricted areas, and Annual Air Facility Description. *Topics:* International Civil Aeronautical Organization; publications; and aeronautical charts.

ND-890
Meteorology

Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view. *Topics:* Communications; publications; secondment of personnel; forecasting; and observing.

ND-900
Nuclear Weapons

Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. *Topics:* Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements.

ND-910
Overflights

Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

ND-920
Search and Rescue

Description: Information on virtually all aspects of search and rescue as it pertains to National Defence. *Topics:* Aircraft; marine; missing persons; and mercy flights.

ND-930
Warfare - Anti-Submarine

Description: Information on systems and techniques employed in anti-submarine warfare. *Topics:* Detection systems; and sound surveillance.

ND-940
Operational Equipment Requirements - Air

Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. *Topics:* Tactical requirement; ground support; and training requirement.

ND-950
Air Training

Description: Information on air training in general. *Topics:* Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue.

Military Communications and Electronics Division

The Division is responsible for providing communications and electronics support to National Defence by directing or co-ordinating all military communications and electronics matters. This includes co-ordinating communications for exercises and operations, communications security, communications plans and requirements, the management of radio frequencies, co-ordination of international military communications matters, and electronic warfare.

Manuals

- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- National Defence Frequency List Manual
- Management of the Radio Frequency Spectrum Manual
- Land Forces Combat Development Committee Study on Combat Communications (1986-1995) Manual

Classes of Records

ND-960
Communications and Electronics

Description: Information dealing with communications and electronics in the Canadian Forces. *Topics:* Air Traffic Control Systems; Air Transportable System; Automated Data Processing (ADP) System; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar.

ND-970
Training and Employment

Description: Files dealing with the training and employment of communications personnel in the Canadian Forces. *Topics:* Communication training including security; electronic warfare; Communications Officer training and employment; and employment of communication personnel.

ND-980
Communications Equipment

Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. *Topics:* Communications security equipment and components; and electronic warfare equipment.

Military Engineering Operations Division

The Division acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The Division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management processes, and meets national and international liaison and representational requirements.

Manual

- Engineers in Battle Manual

Classes of Records

ND-990
Mapping and Charting

Description: Information on mapping and charting at National Defence. *Topics:* Requirements; formal agreements; operational developments; and requests and issues.

ND-1000
Land Mines

Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies. *Topics:* Anti-tank mines; anti-personnel mines; off route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection.

ND-1010
Military Engineering Training

Description: Information on military engineering training in the Canadian Forces. *Topics:* General; officers; civilians; field engineer; structures; mechanical; and fire prevention.

Military Plans and Operations Co-ordination Division

The Division aligns military (sea, land, air) operations and plans so that they are mutually supporting and centrally controlled. The Director General Military Plans and Operations applies a National Defence Headquarters overview to current national concerns in planning for war and peacetime emergencies. As well, the Division acts as a focal point for operational training and activity planning by tasking and monitoring operations of the Canadian Forces and co-ordinating Canadian Forces activities on Standardization Agreements and equipment requirements for nuclear, chemical, and biological defence operations.

Manuals

- Current National Operational Defence Plans
- Provision of Services to Non-Defence Agencies Manual
- Nuclear, Biological and Chemical Training Manuals

Classes of Records

ND-1020
Nuclear, Biological and Chemical Defence

Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces. *Topics:* Equipment; and nuclear, biological and chemical training.

ND-1030
Domestic Operational Plans

Description: Current national plans dealing with domestic emergencies of military or civil nature. *Topics:* Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning.

ND-1040
Canadian Forces Commitments to the United Nations

Description: Canadian Forces commitments to United Nations operations and plans. *Topics:* United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force.

Military Intelligence and Security Branch

The Branch develops policies and plans for the management of National Defence intelligence and security resources; produces and disseminates timely defence intelligence; controls the activities of Canadian Forces Attachés and Advisers; is the point of contact for foreign military attachés and advisers accredited to Canada; and provides security services to the Department.

Manual

- Security Orders for the Canadian Forces Manual

Classes of Records

ND-1050
Intelligence

Description: Information dealing with intelligence information for the use of the Department. *Topics:* Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses.

ND-1060
Security

Description: Information dealing with security, education, and information within the Canadian Forces. *Topics:* Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence.

Flight Safety Directorate

The Directorate makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This includes identifying hazardous areas of Canadian Forces air operations and support functions; developing and monitoring the flight safety program; reviewing aircraft occurrences for trend analysis; providing educational information; participating in the development of new aviation resources; conducting flight safety surveys at civil contractor facilities; and exchanging flight safety information with other military and civilian agencies, solely for accident prevention purposes.

Manuals

- **Flight Safety for the Canadian Forces Manual**
- **Occurrence Investigation Techniques Manual**

Classes of Records

ND-1070
Aircraft Accidents

Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft. *Topics:* Aircraft accidents-general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada Co-ordination; and salvage and wreckage recovery. Special Access Notes: Aircraft designator and serial number.

ND-1080
Aircraft Flight Safety

Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. *Topics:* Statistics; industrial flight safety surveys; and bird hazards.

General Safety Directorate

The Directorate is responsible for overall development, co-ordination, and administration of the Department's General Safety Program and for advising on General Safety accident experience, risk and loss control management, and policy for occupational health.

Manuals

- DND General Safety Program manual
- DND General Safety Standards manual
- DND General Safety Precautions manual

Classes of Records

ND-1090
Accident Prevention and Safety

Description: Information dealing with the administration of the Department's General Safety Program. *Topics:* Standards and precautions; and occupational health and safety.

ND-1100
Safety Standards

Description: Information on general safety standards and precautions.

ND-1110
Accident Prevention Training

Description: Information dealing with the administration of the Department's General Safety training program. *Topics:* Supervisor's safety; safety management; and management and occupational health training courses for military and ND civilian personnel.

Base Planning and Development Directorate

The Directorate is responsible for co-ordinating base planning activities within the Department, preparing Base Planning Guidelines, monitoring the implementation of Base Development Plans, planning for joint use and occupancy of Canadian Forces Bases by civil authorities and foreign military powers, providing advice to other staff agencies on base planning matters, and co-ordinating civil use of military airfields.

Classes of Records

ND-1120
Base Planning

Description: Information dealing with base planning and development. *Topics:* Base closures; base consolidations; and base openings.

ND-1130
Request for use of ND Facilities

Description: Information dealing with the civil use of National Defence aerodromes. *Topics:* Requests; authorization; and co-ordination.

Materiel Administration and Programs Division

The Division exercises control over the administrative functions for those units of the Canadian Forces permanently allocated to the Assistant Deputy Minister Materiel, provides administrative support to the Defence Research Establishments, provides documentation and discussion papers for review; administers the departmental inventions and patents program, and co-ordinates the departmental logistics operations.

Classes of Records

ND-1140
National Defence Publications - Production and Distribution

Description: Information on documentation and drawing services (including the design production and management of the Department's publications).

ND-1150
Inventions and Patents

Description: Information on departmental policies on patent administration. *Topics:* Inventions and patents; inventions submitted to the Department; patent applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from ND contracts.

ND-1160
Logistics Operations

Description: Information on logistic contingency plans and procedures and co-ordination of logistics aspects of operations. *Topics:* Logistics operations - national and international, logistic policy and doctrine, and logistic systems evaluation.

International Programs Division

This Division is responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment, on support of marketing of defence equipment, and for participating in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the Division co-ordinates export permits, memoranda of understanding, and metric conversion.

Classes of Records

ND-1170
Exports and Imports

Description: Information dealing with National Defence export permits. *Topics:* Policy; applications for export; intelligence and security implications; and reports of export permits.

ND-1180
Metric System

Description: Information on metric conversion at National Defence.

ND-1190
Equipment and Supplies - (Military Assistance Program)

Description: Information on the Military Assistance Program. *Topics:* Policy; general; Turkish T33 Aid Program; and Portuguese Aid Program. Special Access Notes: By country and subject.

Explanatory Note - Equipment Files

Files dealing with specific supply items or categories of equipment, including communications equipment, are common to all agencies dealing in procurement, engineering, and maintenance, and those agencies responsible for its operational employment. Equipment files are not necessarily identified with a specific operational environment (navy, army or air force). Equipment life-cycle management services are fully integrated and common to all three operational environment.

Weapons Systems and Equipment Engineering and Maintenance Branch

The Branch is responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian forces. These functions are effected through Project Managers and Life Cycle Materiel Managers organized in Maritime, Aerospace, Land and Communications, Electronics Engineering, and Maintenance Divisions.

Manuals

- Defence Program Management Systems Guidance Manual
- Life Cycle Management System Guidance Manual

Classes of Records

ND-1200
Equipment and Supplies (Engineering and Maintenance)

Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces. *Topics:* Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. Special Access Notes: Subject, equipment name, contract number, catalogue number.

ND-1210
Weapons and Systems (Engineering and Maintenance)

Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of Maritime and air elements, and guns, missiles, and launchers for all environments. *Topics:* Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles.

ND-1220
Machinery, Vehicles, Engines (Engineering and Maintenance)

Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. *Topics:* Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. Special Access Note: Class of main system and type.

ND-1230
Communications - Electronics Systems and Equipment (Engineering and Maintenance

Description: Correspondence, reports, scaling, and technical information on communications - electronics systems. *Topics:* Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors.

ND-1240
Military Clothing and Personal Equipment

Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. *Topics:* Flags and pennants; clothing - individual equipment and insignia; outerwear - men's, women's; clothing, special purpose; underwear - men's, women's; footwear - men's, women's; hosiery; and badges and insignia.

Supply Branch

The Branch is accountable for the provision of materiel for the Canadian Forces.

Manual:

- Canadian Forces Catalogue of Materiel
- Supply Policy Manual
- Supply Instructions Manual
- Warehousing Manual
- Packaging and Preservation Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Processing of Invoices Manual
- Maintainability - Equipment Maintainability Requirements (Land) Manual

Classes of Records

ND-1250
Equipment and Supplies

Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. *Topics:* Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; Replacement Program; sales, transfers and free issues; scales and tables - Canadian Forces Scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores.

ND-1260
Food Services

Description: Information on the provision of food services in the Canadian Forces. *Topics:* General; staff visits; and unit returns.

Transportation Division

The Division is responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of transportation and postal services, and the management of the Department's vehicle accident prevention program.

Manuals

- Transportation Manual
- Canadian Forces Postal Services Manual
- The Transportation of Explosives & Other Dangerous Materials by Military Aircraft Manual
- Drivers' Regulations Manual
- Snow and Ice Control Manual

Classes of Records

ND-1270
Transportation - General

Description: Information dealing with the Department's transportation services. *Topics:* Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles.

ND-1280
Postal Services

Description: Information dealing with the Canadian Forces Postal Service. *Topics:* Handling of mail; regulations; postal inspections; special arrangements; and financial operations.

ND-1290
Canadian Forces Mobile Support Equipment Safety Program

Description: Information dealing with the administration of the Canadian Forces Mobile Support Equipment Safety Program. *Topics:* Reports, returns and statistics; and competitions and awards.

Ammunition Division

The Division is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and co-ordination for their implementation.

Classes of Records

ND-1300
Accidents - Explosive

Description: Information on accidents and explosive hazards at National Defence. *Topics:* Accidents - explosives safety; shipboard magazines - explosive hazards; and accident reports.

ND-1310
Ammunition and Explosives

Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. *Topics:* Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions.

Materiel Quality Assurance Division

The Division is responsible for planning and directing departmental quality assurance policies and activities; compiling and publishing Canadian Qualified Products Lists; maintaining surveillance over defence contractors and departmental manufacture and repair facilities systems of quality control and inspection; establishing and ensuring the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensuring the quality of materiel being procured for National Defence, other government departments and foreign governments as required.

Manual

- Manual of Department of National Defence Quality Assurance Management Class of Records

ND-1320
Equipment and Supplies (Inspections)

Description: Quality control inspection files. *Topics:* Quality Control Inspections - General, commodities, other countries, other government agencies, Canadian companies.

Construction and Properties Branch

The Branch is responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities; implementing approved programs; managing real property and utility services; co-ordinating the disposal of surplus real property and facilities; formulating related policies; and providing the necessary control and guidance for their application.

Manuals

- Canadian Forces Construction Engineering Manual
- Construction Engineering Technical Orders

Classes of Records

ND-1330
Construction Engineering

Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within National Defence. *Topics:* Accommodation, airfields, construction and maintenance, fire prevention, grounds maintenance, heating systems, janitorial services, natural resources management, real property management, acquisition of works and buildings, lettings, disposal, research and development, sanitation services, and utilities.

ND-1340
Environmental Protection and Pollution Control

Description: Information on environmental protection and pollution control within National Defence. *Topics:* Water, air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review.

Research and Development Branch

The Branch is responsible for the formulation and conduct of the departmental Research and Development Program. It participates in the formulation and implementation of departmental policies for research and development activities, controls and directs the operation of the Defence Research Establishments, and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

Manual

- Research and Development Manual

Classes of Records

ND-1350
The Technical Co-operation Program

Description: Information on co-operation in research and development with defence departments in Australia, New Zealand, Britain and the United States. *Topics:* Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences.

ND-1360
Applied Research

Description: Information on applied research and technology base activities and projects. *Topics:* Military College Grants; defence science contracting; surveillance and remote control sensing; and laser technology.

ND-1370
Equipment and Supplies - Research and Development

Description: Research and development information on equipment and supplies requested by the Department. *Topics:* Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries.

Audit Division

The role of internal audit within National Defence is to advise management on the adequacy, efficiency, and effectiveness of the Department's management control framework (including controls over military operations) in facilitating the economic, efficient, and effective achievement of departmental objectives.

Manual

- DND Manual of Internal Audit

Classes of Records

ND-1380
Auditing

Description: Correspondence on departmental auditing programs. *Topics:* Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews.

Financial Services Branch

The Branch is responsible for controlling and co-ordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the departmental budgetary system, effective internal controls over funds and assets, effective accounting systems, procedures and practices, the interpretation and communication of financial policies and procedures, the provision of costing, military pay, superannuation administration and financial services, and the operation of the Department's financial information system.

Manuals

- Financial Administration Manual
- Cost Factors Manual

Classes of Records

ND-1390
Finance and Accounting

Description: Files on the overall financial administration of the Department. *Topics:* Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs.

Management Services Division

This Division is responsible for controlling the administration of departmental management consulting services, providing a departmental forms management program, and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate polices, procedures and plans, as well as conducting evaluations. In addition, the Division directs the analysis and design of departmental information systems.

Manuals

- Manual of Management Consulting Services
- Automated Data Processing Policies and Procedures Manual

Classes of Records

ND-1400
Management Services

Description: Information on management consulting services projects and scales and standards program studies. *Topics:* Management consulting services project reports; scales and standards studies; and advisory services. Special Access Notes: Fiscal year, file number, title of report, client.

ND-1410
Automated Data Processing

Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

ND-1420
Management Information Systems (Design and Analysis)

Description: Automated management information systems. *Topics:* Automated data processing - general; annual automated data processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems.

ND-1430
Integrated Automatic Data Processing System

Description: Information on the system and files on policy and planning.

Office of the Judge Advocate General

The Office provides legal advice to the Department and the Canadian Forces, oversees a system of courts and justice applicable to all members of the Canadian Forces and to civilians subject to the code of service discipline under Section 55 of the National Defence Act, administers and settles damage and injury claims by and against the Department, administers the service estates of all deceased members of the Canadian Forces, and administers the Service Pension Board.

Classes of Records

ND-1440
Accidents - Mobile Equipment

Description: Information on ND mobile equipment accidents involving possible liabilities by or for the Crown. Special Access Note: Permission of individual involved in particular accident or ND vehicle number required.

ND-1450
Claims

Description: Information dealing with the administration of a claims section and with claims by and against the Crown. *Topics:* Claims - general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. *Retrievability:* Permission of individual to whom claim applies is required.

ND-1460
Legal Matters

Description: Information dealing with settlements pertaining to legal matters. Topic: General; lease termination liability; citizenship; National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms, etc; application for incorporation; employment of civilian counsel - drivers of ND Vehicles; outside Canada; attendance at Judicial Proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General.

ND-1470
Legislation

Description: Information dealing with legislation and legislative acts related to the Department. *Topics:* Legislative Acts; and Canadian Forces Superannuation Act.

ND-1480
Politics

Description: Information dealing with elections in relation to Canadian Forces electors, public service electors, and dependant electors.

ND-1490
Treaties, Pacts and Agreements

Description: Information on the administration, by National Defence, of treaties, pacts and agreements.

ND-1500
Discipline - Courts Martial

Description: Information on the administration of National Defence Courts Martial. Special Access Notes: Permission of individual to whom the Court Martial refers is required.

ND-1510
Municipal Taxes and Charges

Description: Information dealing with the administration of National Defence municipal taxes and charges.

Administrative Services Division

The Division is responsible for providing and managing administrative services to ensure the effective functioning of the Department, and National Defence Headquarters in particular. This includes providing departmental administrative support services such as library services, records management services, personnel identification services, and National Defence Headquarters accommodation management services. The Division provides a departmental policy co-ordination and review function and provides secretarial support for senior management meetings.

Manuals

- Queen's Regulations and Orders for the Canadian Forces
- Canadian Forces Administrative Orders
- Department of National Defence Administrative and Staff Procedures Manual - Administrative Procedures for National Defence Headquarters

Classes of Records

ND-1520
Incentive Award Plan

Description: Information dealing with the administration of the Department's Incentive Award Plan. *Topics:* Suggestion, Merit, Long Service, and Outstanding Achievement Award Programs. Special Access Notes: Permission of individual to whom the award was made is required.

ND-1530
Regulations and Orders

Description: Information on regulations and orders in the Department. *Topics:* Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders.

ND-1540
Office Services Administration

Description: Information dealing with administrative services. *Topics:* Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking.

Directorate of Military History

The Directorate's main function is the production of official histories of the Canadian Armed Forces. The Directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Forces, and provides historical research facilities.

Classes of Records

ND-1550
Historical Matters

Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. *Topics:* Land environment; air environment; and sea environment.

ND-1560
Document Collections

Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. *Retrievability:* Subject and accession number, source, author, or title.

Information Services Division

The Division provides advice and guidance to the Minister, Deputy Minister, Chief of Defence Staff, commanders, and managers on public information and communications matters in support of ND/CF policies, objectives, programs and activities; plans, conducts, and evaluates information programs for external and internal publics; provides the public and media with the maximum amount of information on defence consistent with national and international security; and maintains a working relationship with communications agencies of federal, provincial, and allied governments. The Division also arranges Canadian Forces participation in exhibitions and displays.

Classes of Records

ND-1570
Exhibitions and Displays

Description: Information on ND/CF participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day.

ND-1580
Information Services

Description: This class covers aspects of information and public affairs activities and includes policy, biographies, news releases, press clippings, radio and television, films, photographs, information programs, media visits, ceremonies and celebrations, Armed Forces Day, and national and international PR activities, as well as administration and general files.

Mandate

The Department of National Health and Welfare was established in 1944, the Department of National Health and Welfare Act for the purpose of promoting and preserving the health, social security and social welfare of the people of Canada over which the Parliament of Canada has jurisdiction. The new Department superseded the National Health section of the Department of Pensions and National Health, and the Family Allowances Act which came into force on July 1, 1945. Since then, increases in the scope of health, social [illegible] and social welfare and [illegible] of the recognized importance of new and expanded programs. [illegible] the federal government [illegible] in its fund [illegible] to the Department's role in these fields are reflected in the scope of its [illegible] through legislative and programs.

Program Objectives

Through its Health, Welfare and [illegible] and wellbeing needs of Canadians [illegible]. [illegible] to protect and enhance the health of those Canadians [illegible] responsibilities of the Department [illegible] programs designed to promote the [illegible] of Canadians.

Departmental program activities are designed to [illegible] all the major health, social and [illegible] security needs of Canadians. [illegible] Health and Welfare [illegible] are discussed in [illegible] and funding [illegible].

Structure

The Department, in addition to [illegible] Health and Welfare [illegible] and [illegible] Deputy Minister, [illegible].

[illegible] Minister, [illegible] Deputy Minister [illegible] the Policy, Planning and Information [illegible] department of the [illegible].

Six Branches each headed by [illegible] Deputy Minister [illegible] on the Deputy [illegible] Health [illegible] Health Services and Promotion, [illegible] Security Programs, Social Service Programs, [illegible] Income Security Programs [illegible] Fitness and Amateur Sport [illegible].

[illegible] to the Department [illegible] Minister, the [illegible] Fitness and Amateur Sport [illegible] and the [illegible] Health and Welfare [illegible] report directly to the Deputy Minister. [illegible] are discussed in [illegible].

Laws and Regulations

The following is a list of the legislation and regulations administered by the Department of National Health and Welfare, or for which the Department has a [illegible] role, with the Branch responsible shown [illegible] for each Act.

Deputy Minister

- Department of National Health and Welfare Act

Health Protection Branch

- Food and Drugs Act and Regulations
- Narcotic Control Act and Regulations
- Radiation Emitting Devices Act and Regulations
- Secondary Responsibility: advice and recommendations on health matters provided to federal departments or agencies with primary responsibility
- Environmental Contaminants Act
- Hazardous Products Act
- Atomic Energy Act and [illegible]
- [illegible] Hazardous Substances Regulations

Medical Services Branch

- Quarantine Act
- Immigration Act
- Indian Health Regulations
- National Health and Welfare Act
- Public Health Act
- Potable Water Regulations for Common Carriers

Health Services and Promotion Branch

- Medical Care Act
- Hospital Insurance and Diagnostic Services Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing Act, 1977 (EPF Act) and Regulations
- Health Resources Fund Act
- Excise Tax Act

Income Security Programs Branch

- Old Age Security Act
- Canada Pension Plan
- Family Allowances Act

Social Service Programs Branch

- Canada Assistance Plan
- Vocational Rehabilitation of Disabled Persons Act
- Blind Persons Act
- Disabled Persons Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing Act, 1977 (EPF Act) and Regulations
- Unemployment Insurance Act

Health and Welfare Canada

Mandate

The Department of National Health and Welfare was established in 1944 by the Department of National Health and Welfare Act for the purpose of promoting and preserving the health, social security and social welfare of the people of Canada over which the Parliament of Canada has jurisdiction. The new Department administered the National Health section of the Department of Pensions and National Health, and the Family Allowances Act which came into force on July 1, 1945. Since then, advances in the fields of health, social security and social welfare have led to the introduction of a number of new and extensive programs. Each year the federal government devotes about one-third of its total budget to the Department. Most of these funds are returned to the people of Canada through departmental programs.

Program Objectives

Departmental health programs are designed to reduce illness and untimely death of Canadians associated with hazards in the environment, both man-made and natural; to protect and enhance the health of those Canadians whose care, by legislation or custom, is the responsibility of the Department; and to develop, promote and support measures designed to preserve and improve the health of Canadians.

Departmental welfare programs are designed to maintain and improve the income security and the social well-being of Canadians. Fitness and Amateur Sport programs are designed to promote, encourage and develop fitness and amateur sport in Canada.

Structure

The Department is headed by the Deputy Minister of National Health and Welfare who is supported by the heads of the staff, line and administrative branches and directorates and by the Special Adviser, Policy Development and the Principal Nursing Officer.

The two staff branches, which are headed by Assistant Deputy Ministers, are the Intergovernmental and International Affairs and the Policy, Planning and Information Branches. (For a more detailed description of the staff Branches see Staff Functions.)

Six Branches, each headed by an Assistant Deputy Minister, administer the Departmental operational programs: Health Protection, Medical Services, Health Services and Promotion, Income Security Programs, Social Service Programs and Fitness and Amateur Sport. (More detailed descriptions of the operational program Branches appear under Operations.)

Departmental management control and administration are carried out by the Management Practices Branch headed by an Assistant Deputy Minister, the Personnel Administration Branch, headed by a Director General, and the Internal Audit and Public Affairs Directorates, which report directly to the Deputy Minister. (These units are described in more detail in the section on Administration.)

Laws and Regulations

The following is a list of the legislation and regulations administered by the Department of National Health and Welfare, or for which the Department has a secondary role, with the Branch responsible, wholly or partly, for each Act:

Deputy Minister

- Department of National Health and Welfare Act

Health Protection Branch

- Food and Drugs Act and Regulations
- Narcotic Control Act and Regulations
- Radiation Emitting Devices Act and Regulations
- Secondary Responsibility: advice and recommendations on health matters provided to federal departments or agencies with primary responsibility
- Environmental Contaminants Act
- Hazardous Products Act
- Atomic Energy Act and Regulations
- Canada Dangerous Substances Regulations

Medical Services Branch

- Quarantine Act
- Immigration Act
- Indian Health Regulations
- National Health and Welfare Act
- Public Health Act
- Potable Water Regulations for Common Carriers

Health Services and Promotion Branch

- Medical Care Act
- Hospital Insurance and Diagnostic Services Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing Act, 1977 (EPF Act) and Regulations
- Health Resources Fund Act
- Excise Tax Act

Income Security Programs Branch

- Old Age Security Act
- Canada Pension Plan
- Family Allowances Act

Social Service Programs Branch

- Canada Assistance Plan
- Vocational Rehabilitation of Disabled Persons Act
- Blind Persons Act
- Disabled Persons Act
- Federal-Provincial Fiscal Arrangements and Established Programs Financing Act, 1977 (EPF Act) and Regulations
- Unemployment Assistance Act

- **Excise Tax Act**
- **Nursing Home Care Benefits Regulations**
- **Young Offenders Agreements**
- **Divorce Act of Canada (1968)**
- **New Horizons Program**
- **National Welfare Grants**

Fitness and Amateur Sports Programs Branch

- **Fitness and Amateur Sports Act**

Access to Information Services

Requests for departmental information under the Access to Information Act should be addressed directly to the following addresses:

Director, Access to Information
c/o The Office of the Deputy Minister
Department of National Health and Welfare
Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0K9
Telephone: (613) 996-3962

or

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Health Protection Branch
Department of National Health and Welfare
Tunney's Pasture
Ottawa, Ontario
K1A 0L2
Telephone: (613) 995-8343

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Medical Services Branch
Department of National Health and Welfare
19th Floor, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0L3
Telephone: (613) 995-2244

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Health Services and Promotion Branch
Department of National Health and Welfare
Room 541, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B4
Telephone: (613) 996-7542

Access to Information Co-ordinator
c/o The Office of the Director
Legislation Application and Appeals Division
Income Security Programs Branch
9th Floor
Place Vanier, Tower 'B'
333 River Road
Ottawa, Ontario
K1A 0L1
Telephone: (613) 993-1274

Access to Information Co-ordinator
c/o Office of the Director, Finance and Administration Services
Social Services Programs Branch
Department of National Health and Welfare
Room 722, Brooke Claxton Building
Tunney's Pasture
Ottawa, Ontario
K1A 1B5
Telephone: (613) 992-6740

Access to Information Co-ordinator
c/o The Office of the Assistant Deputy Minister
Fitness and Amateur Sport Branch
Department of National Health and Welfare
11th Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0X6
Telephone: (613) 996-4510

At the branch level, the Access to Information Co-ordinators make or endorse initial decisions on applications and service to the public. Branch Heads decide on the disclosure of information under their control which may be subject to exemptions prescribed in the Act or to third party notification.

At the corporate level, the Director, Access to Information, directs and oversees the implementation of departmental policies and administrative guidelines on the application of the Act throughout the Department, co-ordinates access requests and is responsible for the settlement of all complaints on issues having to do with applications and the service to the public. The Deputy Minister makes final settlement of complaints or legal actions on disclosure of departmental information.

Complaints and inquiries on the administration of the Act in the Department should be addressed to the Director, Access to Information.

General Information Services

General Departmental and Branch information is provided by the Public Affairs Directorate through headquarters facilities in Ottawa and regional offices in Vancouver, Edmonton, Toronto, Montreal and Halifax. Contact may be made in person, by telephone, or by writing to the Public Affairs Directorate, Department of National Health and Welfare, at one of the following addresses:

Headquarters:

5th Floor, Brooke Claxton Building,
Tunney's Pasture,
Ottawa, Ontario.
K1A 0K9
Telephone: (613) 996-4950

Vancouver:

1525 West 8th Avenue,
Vancouver, British Columbia.
V6J 1T5
Telephone: (604) 732-4158

Edmonton:

Room 205, Financial Building,
10621 100th Avenue,
Edmonton, Alberta.
T5J 0B3
Telephone: (404) 420-2758

Toronto:

9th Floor,
789 Don Mills Road,
Don Mills, Ontario.
M3C 1T5
Telephone: (416) 966-5536

Montreal:

P.O. Box 94, Place Desjardins,
Montreal, Quebec.
H5E 1B2
Telephone: (514) 283-2308

Halifax:

Income Security Branch Offices,
Suite 740, Barrington Tower,
Scotia Square,
Halifax, Nova Scotia.
B3J 3J4
Telephone: (902) 426-3768

The Public Affairs Directorate publishes a Directory of Publications which is available from the Headquarters or any of the Departmental regional information offices (see above) and in public and university libraries.

Libraries

Departmental and Branch libraries with reading area facilities are located in Tunney's Pasture, Ottawa, at the following locations:

Departmental Library,
2nd floor, Brooke Claxton Building.
Telephone: (613) 996-4434

The Banting Research Centre Library,
Sir Frederick G. Banting Research Centre.
Telephone: (613) 593-6527

The Laboratory Centre for Disease
Control Library,
Laboratory Center for Disease
Control Building.
Telephone: (613) 593-4710

The Environmental Health Directorate Library,
Environmental Health Centre.
Telephone: (613) 996-2635

The Medical Services Branch Program Aids
and Resources Centre,
Room 1884, Jeanne Mance Building.
Telephone: (613) 995-3561

The Health Services and Promotion
Branch Library,
Room 500, Jeanne Mance Building.
Telephone: (613) 996-4513

The Social Service Programs Branch,
Social Services Division Resource Centre,
Room 926, Brooke Claxton Building.
Telephone: (613) 996-8941

Staff Functions

Deputy Minister

Overall responsibility for the direction and the operations of the Department rests with the Deputy Minister who is its permanent head and who is the senior adviser to the Minister of Health and Welfare Canada on all health and welfare matters and who serves on the committee of Deputy Ministers advising the Minister of State for Social Development on the operation of all social development programs of the federal government.

Special Adviser, Policy Development

The Special Adviser, Policy Development, provides advice to the Deputy Minister and to senior management and other staff members on program evaluation co-ordination, privacy co-ordination, the Status of Women, regulatory reform liaison, social policy development and access to information.

Classes of Records

HWC-10
Program Evaluation

Description: **Information on the establishment and operation of the evaluation function.** ***Topics:*** **Compliance with the Office of the Comptroller General (OCG) Guidelines and Treasury Board of Canada Secretariat (TBC) policies; committees; evaluation seminars; departmental and branch plan; evaluation assessments and studies; methodologies; consultants; organization; and U.S. Evaluations.**

HWC-20
Privacy Co-ordination

Description: **Files on requests for access to personal information under the Privacy Act and the denial of such requests.** ***Topics:*** **Information and privacy Policy; correspondence; exemptions; medical records; Privacy Index; annual reports; new information banks; inventory; procedures and opinion surveys.**

HWC-30
Status of Women

Description: **Information on health and social issues of concern to women.** ***Topics:*** **Policies; reports; committee meetings and conferences; National Plan of Action; Departmental Implementation Plan; International Women's Decade; occupational health; maternity; family; family violence; reproductive health; employment; taxation; minority and immigrant women; rural women; women's health research; pensions; poverty; aging; disabled women; social and support services.**

HWC-40
Regulatory Reform Liaison

Description: **Files on correspondence with counsel for the Standing Joint Committee; internal memoranda; reports; and records of committee meetings.** ***Topics:*** **Amendments to Regulations, Regulatory Reform, Socio-economic Impact Analysis.**

HWC-50
Social Policy Development

Description: Information on a wide range of health, welfare and social security programs and policies, containing internal memoranda, reports, articles, speeches, discussion papers, statistical tables, briefing books, minutes of meetings, and policy critiques. *Topics:* Social, Economic, and Health Policy Issues, Social Security, Social Welfare, and Health Programs, International Social Security Agreements, Research Studies and Proposals, the Social Security Review (1973 to 1977), Health and Welfare Conferences, and Canadian and International Organizations.

HWC-60
Access to Information

Description: Information on the departmental policy guidelines, authority, organization structure and processes; implementation rules and procedures; analysis of demands for information and cost implications; evaluation criteria and statistics; briefing and training materials; and definitions concerning access to information. Subject *Topics:* Public Right of Access to Departmental Information; Description and Communication to the Public of the Information held in the Department; Effective and Economic Service to the Public with respect to Access to Information; Departmental Criteria for Applying Exemptions and Third Party Notification; Analysis and Review of Complaints and Enquiries by Information Commissioner and the Federal Court; Compliance and Performance Reports; Reference Material on Access to Information in the area of Health and Welfare — in Canada and Abroad.

Principal Nursing Officer

The Principal Nursing Officer advises the Deputy Minister on all matters related to nursing in the Department as well as nationally and internationally.

Classes of Records

HWC-70
Nursing

Description: Information on co-operation and liaison with national, provincial and territorial nursing groups, and development of standards of nursing practices. *Topics:* Co-operation and Liaison with Associations, Clubs, Societies, Canadian Nurses Association, Provincial Registered Nurses Associations, Committees, Conferences, Meetings, Program Areas, Federal Departments and Agencies, Universities, Colleges, Schools.

The Intergovernmental and International Affairs Branch

The Branch has responsibility for the co-ordination, monitoring, and where required, initiation of departmental policies and strategies on international and Federal- Provincial-Territorial issues in the health, social security and social affairs fields, where those issues affect more than one branch or require interdepartmental consultation. It is composed of three organizational units: the International Affairs Directorate, The Federal-Provincial and Interdepartmental Relations Directorate and the Management Information Directorate.

Classes of Records

HWC-80
International Health

Description: Information on international relations by country and by organization. *Topics:* Unitied Nations Commission on Narcotic Drugs; World Health Organization (WHO); Pan-American Health Organization; the Caribbean Commonwealth; bilaterial and tripartite agreements; Advisory Committee on International Health Affairs; interdepartmental relations in the international relations field; miscellaneous committees, conferences and meetings.

HWC-90
International Social Affairs

Description: Files on international relations by country. *Topics:* United National General Assembly, Economic and Social Council, Commission for Social Development, etc; International Years and Conferences; miscellaneous committees, conferences and meetings.

HWC-100
Non-Governmental Organizations

Description: Information on health & welfare organizations. *Topics:* health organizations, such as the Canadian Medical Association, Canadian Nurses Association, etc; and and welfare organizations, such as the International Council on Social Welfare, International Social Security, etc.

HWC-110
International Social Security Agreements

Description: Files on such agreements listed by country.

HWC-120
Federal-Provincial-Territorial and Interdepartmental Liaison

Description: Information on Federal-Provincial Conferences of Health Ministers, Federal-Provincial Conferences on Welfare Ministers, Intergovernmental Committees, and Co-operation and Liaison with federal and provincial government departments.

HWC-130
Management Information

Description: Files on information exchanges between Canada and other countries, by country.

Policy, Planning and Information Branch

The Branch is responsible for providing research, analyses and information relevant to health and social welfare policies, and when requested to co-ordinate the development of departmental policies which cross branch lines of responsibility. This is a staff function provides to the Deputy Minister and to the operating branches. In performing this function, the Branch takes account of the government's social development priorities as interpreted by the Minister, the Deputy Minister and the Department's Management Committee. The Branch not only responds to current policy requirements, but also provides analyses and identifies policy options for future implementation. It provides a corporate focus for the development of the Department's strategic and operational plans by facilitating co-ordinated planning throughout the Department. The Branch is also available to assist the operating programs in the particular policy development and program evaluation activities.

The Branch co-ordinates the development of departmental science policy; provides the Department with on-going liaison with its client groups, including the capability to undertake selected survey research; and through the Office on Aging acts as departmental focal point in respect to the aged.

In addition, the Branch develops and maintains, in co-operation with provincial governments, a wide range of information services and computerized information systems. These technical resources are made available to other federal departments, provincial departments and national organizations. The Branch provides technical financial resources (through a contributions fund) to provincial Canada Assistance Plan administrators to encourage the development of improved program delivery and management information systems.

General information on the operation of the Branch and its publications is available from the departmental Public Affairs Directorate.

The Branch is headed by an Assistant Deputy Minister and organized into two major directorates (Policy Resources and Information Systems) and five smaller specialist units.

Manuals

- Systems Run and Update Procedures
- Programs Documentation (Software)
- Analytical Services Division Internal Software Manual
- Socio-Economic Policy Analysis Manuals

Classes of Records

HWC-140
Strategic Planning

Description: Files on the co-ordinated development within the Department of strategies to be pursued by its programs in fulfilment of the goals set by legislation and government policy. *Topics:* Strategic Planning Procedures, Strategic Planning by Year and Strategic Papers on Health and Social Welfare Issues, by subject.

EDP Systems

- MAPSIT (Modeling and Analysis Package for Systems of Income transfers). User's and Training Manual.
  Public Library Index.

HWC-150
Science Policy

Description: Information on the development of coherent Department-wide science policies and co-ordination of Departmental inputs to science initiatives originating outside the Department. *Topics:* Scientific Activities and Policies at the Provincial, Federal and International Levels, Departmental Scientific Activities, Scientific Expenditures, Medical Research and University Research.

HWC-160
National Data on Health and Welfare

Description: Information on the development and maintenance of national systems of Health and Welfare information for planning, evaluation and program management. *Topics:* Social Security Program Information, Economic and Statistical Information on Health Programs, Management Information Systems, Canada Health Survey. Some of the records are machine - readable on EDP equipment.

EDP Systems

- ANSSIR (A Network of Social Security Information Resources): provides data and appropriate retrieval and analytical software for policy research and planning in the social security and socio-economic fields. The system is interactive with the following functional and geographic sub-systems:
  - — TIMSAN (provides Creation, Retrieval and Manipulation of Time Series Data on: Canadian Economic Forecasts; Blind Persons Allowance and Disabled Persons Allowance; Old Age Security, Guaranteed Income Supplement and Spouse's Allowance; Family Allowance; Canada Pension Plan and Quebec Pension Plan; Unemployment Insurance; Canada Assistance Plan, Nova Scotia Family Benefits; and Saskatchewan Social Assistance).
  - — GEOSAN (Cross Sectional Analysis: Canada 71 census and Canada 76 census).
  - — EXTRA (provides Access to micro-data files and cross-tabulations of the variables represented on the files: Family Allowance; Old Age Security, Guaranteed Income Supplement and Spouse's Allowance; Canada Pension Plan and Québec Pension Plan; Canadian Census 71 and 76; Survey Consumer Finance; Labour Force Survey; Household Income, Facilities, Equipment; Retirement Survey; Social Cultural Facilities; Recreational FAcilities; Immigration; Newfoundland Social Assistance; Prince Edward Island Social Services; Nova Scotia Family Benefits, Diabetic and General Assistance; New Brunswick Social Assistance; Saskatchewan Family Income; Forecast Population Statistics; Northwest Territories Social Assistance, Child Welfare; Nova Scotia Hospital Admission or Separation; and Physician Manpower).
- Annual Reporting on Hospital Services: outputs data on hospital services, based on the annual return of hospital forms HS1s (facilities and services) and Hs2s (financial) obtained from Statistics Canada.
- Postal Code Request System: provides specific reports on population of certain programs (currently, Family Allowance and Old Age Security) in user-defined areas (by postal code).
- Medicare Data Bank: maintains and compares provincial medicare data on services and payments to individual physicians by fee service code and specialty.
- Physician Health Manpower: produces supply and distribution information about physicians.
- TIMTAB: A micro-simulation package for tax and transfer applications; simulates, analyzes, and compares systems of tax and transfer programs using a micro data base for input. User's Manual.

HWC-170
Welfare Program Planning

Description: Information on the review and analysis of existing welfare services and the planning, revision and development of programs to meet changing needs. *Topics:* Statistics; Studies; Papers; reports related to retirement income; Pensions; Social Assistance and Guaranteed Income.

HWC-180
Health Program Planning

Description: Files on the review and analysis of existing health services and the planning, revision and development of programs to meet changing needs. *Topics:* Statistics, Studies, Papers and Reports related to Medicare, Medical Services and Hospital Services.

Operations

Of the five program branches which administer the Departmental operational programs, three pertain to health programs to two to welfare programs.

Health Protection Branch

The Branch was formed in 1972 through the amalgamation of the Food and Drug Directorate with the Environmental Health Directorate, Canadian Communicable Disease Centre, Epidemiology Division, and Nutrition Division.

The responsibility of the Branch is to redice illness and untimely deaths of Canadians associated with hazards in the environment, both man-made and natural. Major result areas are safe physical environments and the availability of safe and effective health support projects. Specific programs protect the public from any present or potential health hazards in foods, drugs for humans and animals, cosmetics, medical devices, radiation-emitting devices and environmental contaminants. Other programs carry out disease surveillance services, standardize laboratory methods, and control psychoactive and psychotropic drugs and tobacco. There is close co-operation and assistance between federal and provincial levels of government and liaison with international governments and agencies. The Assistant Deputy Minister of the Branch, supported by Finance, Administration and Personnel units, administers five operational directorates: the Food Directorate, the Drugs Directorate, the Laboratory Centre for Disease Control, the Environmental Health Directorate and the Field Operations Directorate. Regional offices of the Field Operations Directorate are located in the Atlantic, Quebec, Ontario, Central and Western Regions.

The Health Protection Branch publishes information for the public, industry and specific groups, and also warns of dangers through the media. Branch information for the public may be obtained from the Offices of the Assistant Deputy Minister and the Regional Directors, as follows:

Atlantic Region,
5th Floor, Ralston Building,
1557 Hollis Street,
Halifax, Nova Scotia.
B3J 2R7
Telephone: (902) 426-7498

Quebec Region,
1001 St. Laurent Street West,
Longueuil, Quebec.
J4K 1C7
Telephone: (514) 283-5497

Ontario Region,
2301 Midland Avenue,
Scarborough, Ontario.
M1P 4R7
Telephone: (416) 291-4231

Central Region,
310 Federal Building,
269 Main Street,
Winnipeg, Manitoba.
R3C 1B2
Telephone: (204) 949-3004

Western Region,
6th Floor,
1001 West Pender Street,
Vancouver 1, British Columbia.
V6E 2M7
Telephone: (604) 544-3359

Food Directorate

The Directorate conducts programs to ensure the safety and nutritional value of food. These include laboratory research, the development and standardization of analytical methods for use by regional laboratories and the development of standards and regulations based on the assessment of monitoring and surveillance data.

Manuals

- Dietary Standards for Canada: outlines human requirements for nutrients
- Analytical methods for the regulatory analysis of foods
- Planning process to be followed in project development

Classes of Records

HWC-190
Food

Description: Files on the development of regulatory policy; regulatory review and reform; liaison with industry; international and domestic food standards; and processing of regulatory amendments; also include records on programs relating to the nutritional quality of food supply and nutrition. *Topics:* Complience, Codex Alimentarius, Food Standards, Food Ingredients and Statistical Analysis.

HWC-200
Chemical Safety

Description: Information on the development of legal standards to ensure food safety involving research evaluation of chemicals and food additives as well as related factors in foods. *Topics:* Food Additives, Chemical contaminants, Agricultural Chemicals, Mycotoxins, Packaging Materials, Incidental Additives and Natural Food Components.

EDP System

- RISK 81: provides various statistical information pertaining to low dose extrapolation of quantal response toxicity data.

HWC-210
Microbial Hazards

Description: Files on the Microbial hazards in the food supply including the development of methodology to determine the type and extent of micro-organisms and extraneous matter in foods; evaluation of the significance of contamination; the setting of standards for microbial quality of foods; and promotion of voluntary compliance by manufacturers. *Topics:* Micro-organisms, Microbial Toxins, Paralytic Shellfish Poisoning, Contaminated Foods, Food Poisoning, Extraneous Matter, Submission and Potentially Hazardous Foods.

HWC-220
Nutrition

Description: Information on regulations respecting the nutritional qualities of foods including research and evaluation; voluntary compliance by manufacturers to standards; and promotion of consumer selection and use of food that takes account of all nutritional considerations. *Topics:* Nutrients, Nutritional Quality of Food, Nutritional Surveillance.

EDP Systems

- Nutritional Content of Menus: describes the nutritional content of 7-day menus defined by the users, with regard to minimum acceptable intake of nutrients.
- Canadian Nutrient File: obtains and maintains current information on nutrients found in foods available in Canada.

Drugs Directorate

The Directorate is engaged in a wide spectrum of regulatory and research programs aimed at promoting the judicious use of drugs as well as providing assurance to Canadians that the drugs sold in Canada are safe and effective, and that cosmetics do not pose safety hazards.

EDP Systems

- Drug Notifications (DN): assigns Drug Identification Numbers (DIN) to drugs and maintains a record of drug notifications by manufacturer as required by regulations. Data is maintained on approximately 25,000 Canadian prescriptions and over-the-counter drugs and medications and proprietary and patent medicines.
- Drug Submissions: a common measurement on the status and throughput of Drug Submissions.

Manuals

For Manufacturers:

- Notes to provide policy guidance to pharmaceutical industry
- Manual for the preparation of plant master files and imported drug submissions: information drug importers are required to retain about their foreign drug suppliers
- Good manufacturing practices for drug manufacturers and importers
- Proposed guidelines for evaluation of safety and efficacy of anti-mastitis intrammary infusion drugs and teat dip preparations
- Toxicology guidelines
- Prescription/non-prescription criteria and listing guidelines
- Criteria for general purpose registration guidelines

For Health Professions:

- Food and drug regulations, compendium of medicating ingredient brochures and racetrack supervision regulations (agriculture)
- Canadian drug identification code book: provides information on drugs marketed in Canada
- Some analytical methods for drugs subject to abuse
- Product monograph, new drug submission, preclinical new drug submissions, dependence potential of drugs, prescribing of methadone for drug addiction and use of THC for treatment of cancer patients receiving chemo-therapy guidelines

For Branch Staff:

- Manual on policy interpretation related to product and manufacturing quality
- Drug projects: provides guidance to Field Operations Directorate on surveillance and monitoring activities of the drug program
- Administrative interpretations of Food and Drugs Act and Regulations
- Interpretation of the Food and Drugs Act and Regulations by officers of the Branch dealing with compliance of drug and cosmetics manufacturers
- Procedures for processing incoming cosmetic notification forms
- Procedures on the ordering, storage and distribution of narcotic, controlled and restricted drugs and official reference standards and the preparation and distribution of laboratory bulletins and official methods (Scientific Services Division)
- Screening methods for antibiotics: describes more efficient analysis of Quality Assurance and Drugs antibiotics by Field Operations Directorate analysts
- Bureau of Drug Research policy book: describes operating procedures in the bureau
- Procedures, Bureau of Drug Quality: outlines processing and evaluation of submissions from industry, reports from Field Operations Directorate and the information to be extracted from these reports

Classes of Records

HWC-230
Non-Prescription Drugs

Description: Information on applications for the registration of proprietary medicines; review of the safety, efficacy and quality of other over-the-counter drugs; and their availability. *Topics:* Disinfectants, Vitamins, Minerals, Advertising, Labelling, Drug Identification Numbers.

HWC-240
Human Prescription Drugs

Description: Files on the overall drug regulations and policy guidelines as well as the safety, quality and control of prescription drugs, manufacturing facilities and marketing practices. *Topics:* Drugs Analysis, Research, Testing, Colouring, Exports and Imports, Distribution, Quality Control, Vaccines, Remedies, In Vivo Diagnostics, Treatments, Aids, Research Projects, Studies, Surveys, Non-Medical use of Drugs, Emergency Drugs, Reagents and Statistical Analysis.

HWC-250
Cosmetics

Description: Information on imports, exports, regulations, rulings as well as files on contamination; additives; preservatives; adverse reactions; sale and inquiries regarding product safety, availability and ingredients. *Topics:* Cosmetics, Additives, Preservatives, Contamination and Cosmetic Notification.

HWC-260
Veterinary Drugs

Description: Information on safety and effectiveness of veterinary drugs available in Canada; cause and treatment of animal diseases; adverse reactions; drug residues in food derived from livestock; medicated feeds requests; and authorization for research, testing and treatment. *Topics:* Veterinary Medicines, Chemotherapy of Animal Disease, Medication for Fees, Advertising and Labelling.

HWC-270
Biological Drugs

Description: Information on Licensing of biological drugs. *Topics:* Licensing, Testing, Plant Inspections, Submissions and Plant Master Files.

HWC-280
Narcotics, Control and Restricted Drugs

Description: Files on psychoactive drugs in the narcotic, controlled and restricted classifications available for medical and scientific use; drug misuse and abuse; monitoring of distribution; and diversion of drugs from licit to illicit channels. *Topics:* Narcotic, Controlled and Restricted Drugs, Co-operation and Liaison with Provincial Licencing Bodies and Professional Associations, Purchase Records of Hospitals, Licenced Pharmaceutical Companies, Provincially Registered Practitioners, Pharmacists, Analysts and Researchers, Transportion and Shipment, Illicit Use and Trafficking, Hospitals and Penitentiaries, Military Medical Establishments, Enforcement Investigating and Prosecution, United Nations Narcotic Commission, Legal Agents, Co-operating Liaison with other Federal and Provincial Departments, Foreign Countries, Educational Institutions, Prescribing of Narcotics and Controlled Drugs by Foreign-registered Health Professionals in Canada, Nurse Practitioners, Podiatrists and others.

EDP Systems

- Dangerous Drugs Users: contains timely and statistical information on the distribution and control of licit drugs and on the use of illicit drugs and misuse of licit drugs by members of the public
- Quality Assurance of Drugs (QUAD): records results of drug tests and the results of drug plant inspections

Laboratory Centre for Disease Control

This Directorate provides epidemiological, laboratory surveillance and diagnostic systems for communicable and other diseases; integrated national programs for a microbiological reference service, quality assurance systems in laboratory medicines and options for the control of nosocomial, community and laboratory-acquired infections; and develops options for the controlled use of tobacco and psychotropic drugs.

Manuals

- Bacteriology of tuberculosis: antibiotic sensitivity and classification of mycobacteria
- Staphylococcal phage typing of staphylococcal micro-organisms
- Viral, rickettsial, chlamydial, mycoplasma reagents: describes the preparation, quality control and testing of a variety of diagnostic antigens and antisera
- Diagnostic reference testing of selected viruses
- Antibiotic susceptibility testing and auxotyping methods for neisseria species: manual for the standardization of technology in Canada, and for development of international protocols to be used with reference strain kits
- Detection of penicillinase-producing neisseria gonorrheae (PPNG): for use in public and clinical laboratories in detecting PPNG
- Plasmid biology and recombinant DNA methodology: a collection of current techniques for application and educational purposes in clinical, public health, research and industrial laboratories
- Educational video-tapes: instructional laboratory video-tapes to be used in conjunction with manuals for educational purposes in public health, clinical and university laboratories, other government agencies, industry and international agencies

Classes of Records

HWC-290
Tobacco

Description: Files on the development of control policies regarding the social use of tobacco by working co-operatively with other federal departments, provincial departments and the tobacco industry to promote the development of legislation, practices and products to minimize health consequences of tobacco. *Topics:* Tobacco, Monitoring of Use and Attitudes, Health Effects, Chemical Properties, Sale and Legislation.

HWC-300
Psychoactive Drugs

Description: Information on the development of control polices regarding the social use of psychoactive drugs (cannabis) by working with other federal and provincial departments to develop legislation to minimize illegal use of phsychotropic drugs. *Topics:* Cannabis, Psychoactive Drugs, Monitoring of Use and Attitudes, Health Effects and Legislation.

HWC-310
Epidemiology

Description: Timely, reliable, epidemiological information on disease incidence and mortality surveillance programs, including epidemiological research, development and training and infection control. *Topics:* Communicable Diseases, Non-communicable Disease, Epidemiology, Product-related Diseases, Disease Surveillance and Control, Congenital Anomalies, Community-acquired Infection, Nosocomial-acquired Infection and Laboratory Infection.

EDP Systems

- Congenital Anomalies: monitors the incidence of congenital anomalies to facilitate the detection and investigation of significant changes. Participation is voluntary; at present only New Brunswick, Manitoba, B.C., Alberta and Ontario are contributing data.
- Virus Identification Program: accumulates Virus Identification Reports for periodic tabulation, onward transmission to World Health Organization, and (future) statistical analysis.
- CDSS (Chronic Disease Surveillance System): compiles information and risk factors from sources; data obtained from Statistics Canada, Energy Mines and Resources, Environmental Health Directorate (Radiation Protection) and through periodic small surveys.
- Salmonella Identification Program: accumulates Salmonella Identification Reports for periodic tabulation, trend analysis and answering queries; participants in the program include Health Laboratories, hospitals and other laboratories. Participation is voluntary.

HWC-320
Poison Control

Description: Files on the provision of advice to poison control centres and provincial departments of health, collecting and distributing information on hazardous substances and prevention and treatment of poisoning. *Topics:* Poison Control, Promotion, Prevention and Reports.

EDP Systems

- Poison Control Statistics: monitors incidences of poisonings and produces quantitative statistics. Voluntary participation of 200 poison control centres in major hospitals.
- Poison Control Product Information: distributes descriptions of hazardous products and plants to hospital poison control centres. Participants are manufacturers, importers and Agriculture Canada.

HWC-330
Suspected Drug Adverse Reactions

Description: Information volunteered in confidence on suspected adverse drug reactions and on alerting and surveillance programs. *Topics:* Suspected Adverse Drug Reactions.

EDP System

- Adverse Reactions to Drugs: provides a monitoring and alerting system to adverse reactions to drugs, cosmetics, and the interaction of these with foods. Participation on a voluntary basis by drug dispensing centres, hospitals, other health institutions and professionals.

HWC-340
Medical Biochemistry

Description: Information on standardization in laboratory medicine, especially clinical chemistry and immunology, research in metabolic diseases, research and monitoring of performance of clinical diagnostic methods to promote uniformity and excellence of laboratory results in laboratory medicine on a national scale. *Topics:* Metabolic Diseases, Quality Assurance in Laboratory Medicine, Reference Definitive Methods, Reference Standard Materials, Clinical Chemistry, Routine Diagnostic Methods, Immunology and Research.

EDP System

- Clinical Lab Study System: consists of inter-laboratory studies including human-based reference materials which are used to assess the accuracy and precision of various bio-chemical procedures in hospital and private laboratories in Canada.

HWC-350
Microbial Diseases

Description: Information on Disease produced in humans in response to infection by microbial agents and the immune response. *Topics:* Enteric Infections, Respiratory Infections, Parasitic Infections, Fungus Infections, Bacterial Infections, Sexually Transmitted Diseases, Antibiotic Resistance, Tropical Diseases, Viral Infections, Infectious Disease Surveillance, Influenza, Hepatitis, Tuberculosis, Arbovirus Infections, and Viral and Bacterial Antigens.

Environmental Health Directorate

The Directorate is composed of three Bureaux which collectively serve to identify, assess and reduce health hazards in the environment, in consumer products and in medical devices.

Manual

- Radiation Protection Bureau policy respecting the use of radionuclides in humans: ensures a uniform policy on approving physicians for an Atomic Energy Control Board Licence

EDP Systems

- Pulmonary Testing System (Mobile): determines the pulmonary and respitory performance of selected populations, and performs comparisons with accumulated national averages.
- Next: Nationwide Evaluation of X-Ray Trends maintains information on diagnostic X-ray doses received by a standard patient to facilitate the design of measures to reduce X-ray exposure of Canadians and to increase the efficiency of radiological health

inspection programs.

Classes of Records

HWC-360
Chemical Hazards

Description: Information on hazards associated with chemicals and microbiological agents in the workplace, indoor and ambient environment and in consumer products. *Topics:* Air, Water, Consumer Products, Industrial Chemicals, Pest Control Products and Acid Rain.

HWC-370
Medical Devices

Description: Files on the safety and effectiveness of device inventions; development of essential performance and safety standards; and corrective prevention or regulatory action in response to evidence of device failures. *Topics:* Device Recalls and Problems, Performance and Test Data, Class Studies, Standards, Notification, Media Broadcast Scripts, Interactions with Provincial Departments and Associations, Advisory Committees, Coroners' Inquests, Regulations and International Transactions.

EDP System

- Medical Devices Notification: maintains a record of medical device notifications by manufacturers.

HWC-380
Occupational Radiation Hazards

Description: Information on the measurement of occupational exposure of workers and control of all types of ionizing and non-ionizing radiation which may affect the health of the population of Canada. *Topics:* National Dose Registry.

EDP System

- Occupational Dosimetry Service: maintains information on cumulative radiation exposures for radiation workers in Canada.

HWC-390
Environmental Radioactivity Hazards

Description: Information on radioactivity emission from nuclear reactors, population exposure to radioactive fallout and natural background radiation. *Topics:* Reactors, Population Exposure, Uranium Mining, Uranium Refining Environment and Radioactive Waste Storage.

HWC-400
Consumer and Clinical Radiation Hazards

Description: Files on the assessment of radioisotope licences, testing and evaluation of X-Ray devices, consumer products, inspections, assessment and compliance of radiopharmaceuticals, occupational exposure and surveys. *Topics:* Radioisotopes, Licences, X-Rays, Non-ionizing Radiation, Radiation Medicine, Radiopharmaceuticals and Applications for the use of Radionuclides in Humans.

Field Operations Directorate

The Directorate acts as the inspection and enforcement arm of the Branch in order to reduce health hazards in marketed products and provides other government agencies with technical assistance.

Manuals

- Inspection procedures for food plant inspectors
- Food, Drug, Cosmetic and Medical Device projects to be conducted during program year: project specifications
- Laboratory Quality Assurance standards
- Index of operational decisions reference drug projects
- Guidelines and instructions on procedures to be followed in educational services
- Planning process to be followed in project development
- Standard operating procedures for those involved with drug analysis (Quebec Region)
- Procedures for conducting compliance activities (Atlantic and Ontario Regions)
- Procedures to be followed by inspectors and inspection administrative staff (Central Region)

Classes of Records

HWC-410
Field Activities - Food, Drugs, Cosmetics and Devices

Description: Files on co-operation and liaison with federal-provincial and foreign agencies; inspection, analysis and enforcement programs; consumer education; and grants and contracts. *Topics:* consumer Product Complaints, Plant Inspection, Analysis, Sampling, Imports and Exports, Educational Activities, Surveys and Compliance Promotion.

EDP Systems

- Food and Drug Sample Reporting (SRS): maintains information on drug and food samples collected and analysed in support of the food and drug inspection program.
- Food Plant Inspection Reporting System: contains data compiled from inspections.
- Consumers Product Complaint Reporting System.
- Manufacturers Table: compiles basic information on food (and eventually drug) manufacturers.

Medical Services Branch

This Branch was formed in 1962 from formerly independent services within the Department: Indian Health, Quarantine, Sick Mariners and Immigration Services, Civil Aviation Medicine and Public Service Health.

The objective of the Branch is to promote, improve and preserve the health of the Canadian citizens whose care, by legislation or custom, is the responsibility of the Department. These clients include the

Indians and Inuit, all residents of the Yukon and Northwest Territories, federal public servants, immigrants and temporary residents, international travellers, civil aviation personnel, the physically handicapped, and disaster victims.

The Assistant Deputy Minister of Medical Services directs a Branch organized on a regional basis, with headquarters in Ottawa. The headquarters organization consists of two major directorates: Operations and Policy, Planning and Evaluation, as well as Financial, Administrative and Personnel units. Medical Services has ten regional directorates: Atlantic, Quebec, Ontario, Manitoba, Saskatchewan, Alberta, Pacific, Yukon Territory, Northwest Territories, and Overseas. Within the regions there are approximately 22 zone offices and 450 access points. The Branch is divided into Native Health Services comprising Indian and Northern Health Services, and Health Advisory Services comprising the Immigration Medical Service, the Quarantine and Regulatory Service, Public Service Health, Civil Aviation Medicine, Emergency Services and Prosthetic Services.

General information on the operation on and programs of the Medical Services Branch is available from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa and the Regional Directorates at the following addresses:

Atlantic Region,
Room 439,
4th Floor, Ralston Building,
1557 Hollis Street,
Halifax, Nova Scotia.
B3J 1V6
Telephone: (902) 426-7392

Quebec Region,
La Cité Postal Station,
P.O. Box 1010,
300 Léo Pariseau, 16th Floor,
Montreal, Quebec.
H2W 2S2
Telephone: (514) 283-4898

Ontario Region,
Union Electric Building,
370 Catherine Street,
Ottawa, Ontario.
K1A 0L3
Telephone: (613) 995-6361

Manitoba Region,
303 Main Street,
Winnipeg, Manitoba.
R3C 0H4
Telephone: (204) 949-4171

Saskachewan Region,
1855 Smith Street,
Regina, Saskatchewan.
S4P 2Z1
Telephone: (306) 359-5416

Alberta Region,
401 Toronto Dominion Tower,
Edmonton, Alberta.
J5J 2Z1
Telephone: (403) 420-2703

Pacific Region,
4th Floor,
814 Richards Street,
Vancouver, British Columbia.
V6B 3A9
Telephone: (604) 666-3173

Northwest Territories Region,
Bay 7777,
Yellowknife, Northwest Territories.
X1A 2R3
Telephone: (403) 873-7049

Yukon Region,
Yukon Manor,
2 Hospital Road,
Whitehorse, Yukon Territory.
Y1A 3H7
Telephone: (403) 667-6321

Overseas Region,
301 Elgin Street,
Ottawa, Ontario.
K1A 0L3
Telephone: (613) 996-7550

Manuals

- Contracts Computer System User's Guide
- Branch Directives: policy and procedures on various Branch-related subjects
- General Directives: establishes regional policies (Quebec Region)
- Procedures Manual: establishes procedures for certain jobs, services or routine request (Quebec Region)
- Directives to help personnel meet operational requirements such as glasses, dental, fuel and container reports, etc. (Quebec Region)
- Resources Catalogue: provides documentation and audiovisual material (Quebec Region)
- Explanation of modes of payment (Quebec Region)
- Payment to doctors of Medical Cost from foreign users
- Payment to hospitals of medical costs from foreign users
- Payment of medical costs to dentists from foreign users
- Payment of medical costs to pharmacists for foreign users
- Services for orthoprothesis for foreign users
- Payment to optometrists of medical costs for foreign users
- Program Guidelines: assist all personnel to interpret directives and guidelines issued by Treasury Board, Departmental Central and Branch Headquarters; and to give guidance where no guidelines are available through the above sources (Ontario Region)
- Ontario Region Directives

- Regional Interim Directives Manual (Manitoba Region)
- South Zone Field Administrative Manual: outlines directives on operational requirements such as glasses, dental, fuel and container reports, etc. (Manitoba Region)

Native Health Services Operations

The responsibilities of the Directorate include the provision of community health services, hospital and dental services, a National Native Alcohol Abuse Program, an Indian Involvement Program and an Environmental Health and Surveillance Program.

Manuals

- Community Health Representatives (CHR) Program: outlines training of new CHRs
- Clinical Guidelines for Medical Services Personnel: a treatment manual for nurses
- Patient Care in Flight: a treatment manual related to air evacuation procedures
- Native Alcohol Abuse Program (Manitoba Region)
- Community Health Nursing: a reference and guideline for all public health program (Saskatchewan Region)
- Tuberculosis Manual: a reference and guideline to detect T.B., referral, treatment and follow-up care
- Regional Tuberculosis Manual (Saskatchewan Region)
- Drug Distribution Program Manual: describes regulations and procedures on ordering of drugs
- School Health Curriculum: a reference and guideline for health teaching modules for every school month and vacation time
- Nursing Manual: for Indian Health Nurses (Atlantic, Manitoba and Saskatchewan Regions)
- Guide to Health Education Publications

Classes of Records

HWC-420
Indian and Northern Health Services

Description: Information on operations, policy, planning and evaluation of health programs and services provided to or arranged for Indians, Inuit and northern residents. *Topics:* Community Health Services, including Treatment and Public Health Activities; Alcohol and Drug Abuse Programs; Dental Services; Hospital Services; Environmental Health and Surveillance; Native Involvement; and Administration.

EDP Systems

- Community Health Nursing: reports monthly summaries of Community Health Nursing activities. Covers topics such as pre- and post-natal care, family planning, infant and pre-school health and medical examinations (all Regions except Ontario, Yukon and Northwest Territories)
- Dental: captures, processes and presents data on detail service provided by dentists or therapists (systems in Pacific Region, Edmonton and Ottawa only)
- Tuberculosis: provides information for controlling TB treatment (Pacific Region)
- Chronic Disease: provides information for controlling Chronic Disease treatments (Pacific, Manitoba and Atlantic Regions)
- Birth: reports place and date of birth, birth weight, and mother's age, marital status, residence, details of pregnancy and ethnic origin; data obtained from Birth Certificate
- Death: reports ages, sex, residence and medical diagnosis of deceased. Data is obtained from Death Certificates
- Immunization: records immunization of children and adults for various diseases. Produces monthly reports (Pacific Region)
- Community Profile: provides management with complete information about health service and other lated data, by community
- Environmental Contaminants Program: records results of test for mercury and other contaminants in individual; reports by region, level of contamination, age and sex
- Indian Master Identification: holds a master file of all Indians on and off reserve, by region

Health Advisory Services

The Health Advisory Services comprise centralized health-care services in Civil Aviation medicine, Emergency Services, Prosthetic Services and specified advice in the fields of Public Service Health, Quarantine and Regulatory and Immigration Medical Services to this Department, other federal government departments and agencies.

Manuals

- Environmental Health Officer's Manual: a guide for health officer investigation of working conditions within the Public Service of Canada
- Physician's Guide: assists medical officers in the field
- Physicians' Guide, Medical Examinations

Classes of Records

HWC-430
Public Service Health

Description: Information on occupational health programs in the Public Service, including Environmental Surveillance of Workplaces, Medical Examinations of Public Servants and other persons, Counselling and Advisory Services, the Employee Assistance Program and

First Aid and Emergency Treatment. *Topics:* Environmental Surveillance: Methods, Requirements, Reports of Inspections Carried Out; Medical Examinations: Pre-employment and Periodic, Examinations for Superannuation Purposes, Techniques, Requirements, Special Examinations; Correspondence Relating to Individuals, Including Medical Review Board Proceedings; Counselling and Advisory Services - Employee Assistance Program: Policies, Training, Techniques, Conferences, First Aid and Emergency Treatment.

HWC-440
Prosthetic Services

***Description:* Files on the rehabilitation of the physically handicapped by providing custom-made, medically prescribed prosthetic and orthotic appliances, orthopaedic boots and other devices. This includes fitting, production, manufacturing, purchasing, warehousing and distribution of these devices, providing consultation to the clinical teams and training of technical staff. *Topics:* Transfer of Prosthetic Services, Individual Patients (personal and medical), Sales, Manufacturing, Fitting, Warehousing and Training.**

Manual

- **Prosthetic Services Operations**

HWC-450
Immigration Medical Services

***Description:* Information on the assessment of prospective immigrants to Canada by direct medical examinations or assessments of medical examinations to ensure compliance with the Immigration Act and Regulations, provision of or arrangement for medical and hospital care for certain groups under the provisions of the Immigration Act and various Orders-in-Council and provision of medical advice to the Employment and Immigration Canada on all matters pertaining to the health of immigrants and certain classes of visitors to Canada. *Topics:* Co-operation and Liaison, Medical Examination of Immigrants, Diseases in Immigrants, Passed Cases, Immigration Medical Review Board and Immigration Medical Records.**

Manuals

- **Medical Officer's Handbook**
- **Immigration Standards**
- **Nursing Manual**
- **Occupational Health Nurses (Overseas Region)**

EDP System

- **Indo-Chinese Refugees: captures and stores data about all Indo-Chinese refugees entering the country since August 1979; records medical information and the need for medical follow-up**

HWC-460
Quarantine Services

***Description:* Files on the monitoring of outbreaks of exotic, dangerous communicable diseases emerging on the international scene in order to forewarn, prevent and intercept their importation into Canada; provision of information to prospective travellers on immunization requirements and prophylactic measures to conserve their health while abroad, and provision of specific immunizations or arrangements for such immunizations; maintenance of a contingency plan to prevent entry into Canada, or the establishment in Canada, of dangerous exotic diseases. *Topics:* Surveillance Program and Diseases.**

HWC-470
Regulatory Services

***Description:* Information on regulatory function of ensuring that organizations under federal jurisdiction, not covered by other legislation, conform to established health and sanitary standards. Topic: Surveillance Program.**

HWC-480
Civil Aviation Medicine

***Description:* Files on medical assessment and medical standards, air accident and incident investigation, safety promotion and research and development. *Topics:* Aviation Medicine Review Board Records, Electrocardiographic Records (Department of Transport), Air Traffic Services Medical Files, Aircraft Accident or Incident, Research and Development Project, Contentious Cases and International Liaison.**

HWC-490
Emergency Services

***Description:* Files on the functions of this planning and co-ordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of the national emergency health and welfare plan; co-ordination with the plans of other departments is affected through Emergency Planning Canada and Privy Council Office; Federal-Provincial co-ordination and consensus are assured by the annual Federal-Provincial meeting. Ongoing training and education programmes provide for implementation of changes and continuity. *Topics:* Establishment, development and maintenance of a national capability to provide essential health and social services in an emergency; establish and maintain a stockpile of health and welfare supplies as part of the departments responsibility for war planning and for assistance to provincial and municipal governments; develop and conduct training courses on emergency planning and survival. Ensure office procedures are followed and that accounting practices are maintained.**

Manuals

- **Casualties from Nuclear Weapons**
- **Casualty simulation**
- **Control of Radioactive Fallout in Water Systems**
- **Disaster Medical Care**
- **Disaster Nursing in the Student Nurse Curricula**
- **Emergency Blood Services**
- **Emergency War Surgery (NATO)**
- **Emergency Water Services and Environmental Sanitation**
- **Environmental Health in Disaster**
- **Hospital Emergency Planning Manual**
- **Advanced Treatment Centre**
- **Blood Donor Pack**
- **Blood Shadow Depot**

- Casualty Collecting Unit
- 50-60 Bed Emergency Hospital
- Hospital Disaster Supplies
- Emergency Public Health Laboratory
- Management of Emergency Delivery
- Management of Human Behaviour in Disaster
- Advanced Treatment Centre
- Emergency Hospital (Operating Manuals)
- The Day Care Centre: A Community Resource in an Emergency
- Development of Community Emergency Welfare Services
- Emergency Clothing in Operations
- Emergency Feeding Manual
- Emergency Lodging Manual
- Emergency Planning Manual for Special Care Facilities
- Emergency Welfare Manual
- Guidebook for Managers and Educators in the Emergency Welfare Services Program
- Institutional Feeding
- Personal Services
- Prototype for a Municipal EWA Plan
- Registry and Inquiry Manual
- Survival Planning for Welfare Institutions
- The Welfare Centre Kit in Operations

Health Services and Promotion Branch

The Branch was formed in 1978 when the previous Health Programs Branch, consisting of the Health Services, Health Resources and Extramural Research Programs Directorates, was joined by the Non-medical Use of Drugs and Nutrition Units from the Health Protection Branch, and Family Planning from the Social Service Programs Branch.

The responsibilities of the Branch are to develop, promote and support measures designed to preserve and improve the health of Canadians by encouraging and assisting them to adopt a way of life that enhances their physical, mental and social well-being, and providing leadership and co-ordination in assisting the provinces and territories to bring their health services to, and maintain them at, national standards, including the administration of federal contributions to the provinces in respect of Hospital Insurance, Medical Care and extended Health and Care Services Programs. The Assistant Deputy Minister of the Health Services and Promotion Branch directs a Program Evaluation Division, a Planning and Management Services Directorate, and four operational Directorates: the Health Services Directorate, the Health Promotion Directorate, which maintains regional offices in the Atlantic, Quebec, Ontario, Prairies and Pacific Regions, the Health Resources Directorate and the Extramural Research Programs Directorate.

General information on the operation and programs of the Branch may be obtained from the Departmental Public Affairs Directorate, Office of the Chief, Branch Administration. As well as the Department Directory of Publications a Branch directory of publications is available.

Health Services Directorate

The Directorate develops and implements, in co-operation with provinces, territories and other federal departments, guidelines and standards for health care services; provides consulting services to provincial governments and other federal departments; provides financial assistance and consulting services to provinces and voluntary health organization; and manages programs concerned with health technology, institution and professional health services, health assessment, community, mental health and family planning.

Manual

- Guide to Family Planning Grants

Classes of Records

HWC-500
Health Technology

Description: **Information on the evaluation and dissemination of appropriate information on diagnostic and therapeutic health technologies in order to improve the delivery, quality and cost-effectiveness of health services.** ***Topics:*** **Dental, Breast Cancer, Cervical Cytology, Coronary Artery Surgery, Hysterectomy, Hypertension, Multiphasic Screening and Nonmenclatures.**

HWC-510
Community Health

Description: **Files on collaboration with the provinces in the development of programs in the community that emphasize primary prevention, early detection, secondary prevention, support services to maintain physical and social functions and primary care.** ***Topics:*** **community Health Services, Provincial Health Centres, Commissioned Papers and the Hastings Report.**

HWC-520
Mental Health

Description: **Information on consulting services on the development and provision of mental health services; national resource bank of information; and assistance to the provinces.** ***Topics:*** **Psychology, Suicide, Mental Health Nursing, Social Work, Mental Diseases, Hospitals, Clinics, Community Centres, Consultations with Provincial Governments and Voluntary Agencies and Manuscripts (Canada's Mental Health).**

HWC-530
Child and Adult Health

Description: **Information on consulting services in medical and health related matters such as medico-social matters affecting child and adult population, therapeutic abortion studies, handicapped children and infant mortality.** ***Topics:*** **Diseases, Health Hazards, Health Services, Thalidomide, Abortion, Child Health and Child Abuse.**

HWC-540
Family Planning

Description: Information on support for the training of family planning workers; care funding for community-based family planning services, national family planning information centre; and funding to provinces, municipalities, universities or voluntary agencies for research, services, training or demonstration purposes. *Topics:* Population, Consulting Services, Films and Scripts.

HWC-550
Training of Health Personnel

Description: Files on the development of standards for training and licensing accreditation of health personnel. *Topics:* Physician, Nursing and Dental Personnel.

HWC-560
Rehabilitation

Description: Information on encouraging and facilitating the development of programs in the community that emphasize primary care, primary prevention, early detection and rehabilitation services, together with support services essential for the maintenance of physical and social functions. *Topics:* Diseases and Anomalies, Hospitals, Treatment Centres, Rehabilitation and Personnel.

HWC-570
Dental Health

Description: Information on promoting dental health through development, printing, and distribution of guidelines on dental hygiene, preventive dental service, and radiological services and the review of surveys related to oral health; reviews of provincial dental care plans; and representation of federal government to professional associations and provincial governments. *Topics:* Demand for Dental Services, Dental Personnel, Dental Hygienists and Fluoridation.

HWC-580
Clinical Nutrition

Description: Files on food habits of groups or individuals; nutrition-related diseases; counselling services for groups or individuals; and evaluation of community nutrition services. *Topics:* Foods, Deficiency Diseases, Counselling.

HWC-590
Abortion

Description: Information on abortion studies, elegibility and distribution of therapeutic abortion committees in hospitals. *Topics:* Studies and Reports, Abortion Committees in Hospitals and Agencies.

Health Promotion Directorate

The Directorate develops and implements programs of health information and education and health promotion programs. Programs include nutrition, smoking, drugs, alcohol, health risk assessment, women and health, child health, birth planning, school health education, immunization, the elderly, business, industry and labour, safety, and built environment research.

Manual

- **Health Promotion Contributions Program Guide for Applicants: assists applicants in understanding the mandate and the administrative and financial procedures of the program.**

Classes of Records

HWC-600
Nutrition

Description: Information on efforts to increase awareness and promote the adoption, by the public and professionals, of nutrition practices which include eating a variety of foods from the four groups, balancing physical activity and energy intake, and eating less fat, sugar and salt. *Topics:* Nutrition composition of Foods, School Lunch Program, Senior Adults, Survey, Eat Better and Feel Great.

HWC-610
Tobacco

Description: Public information programming on the benefits of non-smoking. *Topics:* Cessation Methods, Centres and Clinics, Surveys, Liaison with Industry and Voluntary Health Organizations.

HWC-620
Alcohol Abuse

Description: Files on public information and community section projects promoting moderation in the use of alcoholic beverages. *Topics:* Liaison with Industry, Alcohol Programs, Advertising Code and Dialogue on Drinking.

HWC-630
Health Hazard Appraisal

Description: Information on measures of health and lifestyle against standards or risks; and norms used by health professionals. *Topics:* Health Hazard Appraisals.

HWC-640
Research, Treatment and Development Program

Description: Information on contributions to voluntary, professional and provincial agencies to support scientific activities. *Topics:* Alcohol, Tobacco and Drug Resources Fund, Research on Drug Abuse, Research, Treatment and Development Program and Summer Resources Fund.

Health Resources Directorate

The Directorate administers federal health insurance and extended health care services legislation and monitors the adherence of provincial health insurance plans and programs to the conditions included in this legislation; training, supply, distribution and requirements of health personnel; design, construction and functional efficiency of health facilities. collects, plans, co-ordinates and analyses national health information.

Manuals

- **Guidelines for the management of Professional Training Program**
- **Professional Training Program Rules for the training of Health Personnel**
- **Financial REference Manual, Hospital Insurance and Diagnostic Services Program**
- **Medical Care Program Financial Manual**

- **Health Resources Fund Procedures: outlines intenal procedures for processing claims**
- **Health Resources Fund Manual: provides assistance in applying for contributions**

Classes of Records

HWC-650
Health Insurance Programs

Description: Information on the provision of insured services by provincial plans in accordance with the provisions of the Hospital Insurance and Diagnostic Services Act and the Medical Care Act. *Topics:* Bone Marrow Transplant, Drug Programs, Federal Policy, Health Information, Immunization, Eligibility and Coverage.

HWC-660
Extended Health Care Services Program

Description: Information on the contributions paid to each province for nursing home care, adult residential care, home care and certain ambulatory care service. *Topics:* Home Care, Homemaker Services, Nursing Home Care, Adult Residential Care, Ambulatory Care, Multi-service Centres, Adult Day Care and Program Profiles.

HWC-670
Health Manpower

Description: Information on production of a report used as a basis for negotiations of fee schedules. Aggregate earnings data from Revenue Canada Taxation; specialty and community size codes added by Health and Welfare Canada. *Topics:* Physician's Income System, Dentist's Income System, Chiropractors, Osteopaths, Optometrists and Opthalomologists, Pathologists, Nurse Practitioners.

EDP System

- **Physician and Dentist Income: annual reporting, by specialty, based on a grouped sample of approximately 20,000 doctors and 5,000 dentists from Revenue Canada Taxation files.**

HWC-680
Established Program Financing

Description: Information on contributions paid to the provinces under the Federal-Provincial Fiscal Arrangements and Established Programs Financing Act. *Topics:* Estimates and Costs.

HWC-690
Health Facilities

Description: Information on assistance to provinces and federal departments for the planning, design, functional and operational efficiency, safety and cost economics of health facilities. *Topics:* Built Environment, Fire Protection, Interstitial Space Study, Evaluation of Hospitals and Other Health Care Facilities, Construction Cost Indexing, Cost-effectiveness of Pre-fabricated Buildings, Cost Registry Reports, Function-Space-Cost Analysis, Operational Efficiency and Costs of Energy Systems, Energy Conservation and Use, Hospital Design, including Air Conditioning, Architectural, Electrical, Mechanical, Physical Plants and Emergency Units, Isolation Units and Special Care Units, Life Expectancy and Hospital Evaluation Studies.

HWC-700
Blood and Blood Products

Description: Information on federal-provincial support for the National Blood Transfusion Service. *Topics:* Canadian Red Cross Society Blood Transfusion and Donor Recruitment Service, and the Purchases of Fractionation Services.

Extramural Research Programs Directorate

The Directorate administers the National Health Research and Development Program (NHRDP) in support of health research, demonstration projects, symposia, workshops and conferences, and health research personnel training and development, in order to provide scientific information of the high quality needed by the Department to fulfill its responsibilities.

Manuals

- **Grants and Contributions Guide for Projects: outlines the requirements for applicants for financial assistance under the National Health Research and Development Program.**
- **Guide for Research Personnel Career Awards: describes candidate requirements for these awards under the National Health Research and Development Program.**
- **Guide for Research Personnel Training Awards: describes the requirements for candidates who wish to apply for financial assistance to undertake research training under the National Health Research and Development Program.**

Classes of Records

HWC-710
National Health Research and Development Program (NHRDP)

Description: Records on grants and contributions in support of health research activities. *Topics:* Research activities supported by the NHRDP fall into the following topic categories: the health care system; environmental health; the health consequences of human behaviour; and the health status of selected populations.

Income Security Programs Branch

The Income Security Programs Branch was created in 1975 by combining the Canada Pension Plan and the Income Maintenance Branches. The latter was responsible for administering the Family Allowances and the Old Age Security Programs, including the Guaranteed Income Supplement and Spouse's Allowance.

The objective of the Income Security Programs Branch is to maintain and improve the social security of Canadians through the programs which it administers.

The Assistant Deputy Minister, Income Security Programs Branch, directs two major components which are: Planning Evaluation and Liaison and Programs Operations, each headed by a Director General, and two directorates, namely Finance and Administration, which support Branch management. Programs Operations consists of Canada Pension Plan Claims and Benefits, Disability Determination, International Operations, a Special Projects Team and three operational support directorates. The three operational support directorates report to a Deputy Director General.

There is a network of Programs Offices to provide information and services to the public in all Income Security Program matters. There are 59 district offices and over 150 part-time local offices reporting through ten Regional Offices located in each provincial capital. These offices are under the jurisdiction of four Assistant Directors General, who are responsible for the Atlantic, Quebec, Ontario and Western areas.

The Access to Information Act provides accessibility to subject records and not those of individuals as defined in the Privacy Act. These subject documents (such as policies and procedures) are issued and maintained at Headquarters in Ottawa. Individual files containing personal information are held in the Regions and are accessible under the Privacy Act.

The following programs are administered by the Income Security Programs Branch:

- The Canada Pension Plan (CPP): a compulsory, contributory social insurance program which provides members of the Canadian labour force with a basic level of protection for themselves and their families against the loss of income due to retirement, disability and death.
- The Old Age Security Act (OAS): provides a basic level of income for older Canadians through a basic pension which is supplemented by the income-tested Guaranteed Income Supplement (GIS) for pensioners who have no income or a limited amount as well as an income-tested Spouse's Allowance (SPA) for spouses ages 60 to 65 of those pensioners.
- The Family Allowances (FA) Program: supplements the income of families with dependent children and helps meet the additional costs associated with raising children. It also provides for the payment of an allowance to welfare agencies, government departments and institutions which maintain children.

General information on the operations and programs of the Income Security Programs Branch is available from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa, The Regional Offices and the district and local offices they administer, at the following addresses:

Regional Director,
Income Security Programs,
310 Pleasantville,
St. John's, Newfoundland.
A1A 2Y5
Telephone: (709) 737-4560

Regional Director,
Income Security Programs,
P.O. Box 1238,
Charlottetown, Prince Edward Island.
C1A 7M9
Telephone: (902) 892-2123

Regional Director,
Income Security Programs,
Barrington Tower,
Suite 1303, Scotia Square,
Halifax, Nova Scotia.
B3J 3J4
Telephone: (902) 426-2342

Regional Director,
Income Security Programs,
633 Queen Street,
Fredericton, New Brunswick.
E3B 4Z6
Telephone: (506) 452-3305

Assistant Director General,
Income Security Programs,
15 Henderson Street,
Quebec, Quebec.
G1K 7L5
Telephone: (418) 694-3158

Assistant Director General,
Income Security Programs,
789 Don Mills Road,
Don Mills, Ontario.
M4T 2P6
Telephone: (416) 996-6022

Regional Director,
Income Security Programs,
Bestlands Building,
191 Pioneer Avenue,
Winnipeg, Manitoba.
R3C 3P4
Telephone: (204) 949-2310

Regional Director,
Income Security Programs,
Dominion Government Building,
1975 Scarth Street,
Regina, Saskatchewan.
S4P 3K4
Telephone: (306) 359-5654

Regional Director,
Income Security Programs,
900 Manulife House,
10055 - 106th Street,
Edmonton, Alberta.
T5J 2Z6
Telephone: (403) 420-2670

Regional Director,
Income Security Programs,
1230 Government Street,
Federal Building,
Victoria, British Columbia.
V8W 2V2
Telephone: (604) 388-3287

Manuals

- Canada Pension Plan Legal Opinions, Volumes 1-3: contain legal opinions on individual cases regarding the interpretation of sections of the Canada Pension Plan Act and Regulations.
- Canada Pension Plan Precedents, Volumes 1-17: contain individual cases considered as precedent-setting for the processing of similar cases.
- Canada Pension Plan Appeals Manual: outlines the

procedures to be followed in relation to Review Committee hearings under Section 84 of the Canada Pension Plan Act.

- Old Age Security Policy Manual: incorporates into one volume the Old Age Security Act, Regulations and Policy for administering the legislation.
- Family Allowance Policy Manual: incorporates into one volume the Family Allowance Act, Regulations and Policy for administering the legislation.
- OAS, GIS and SPA Operational Bulletins: contain operational policy directives amending current policy and introducing new policy that is produced to be incorporated into the respective policy manuals.
- Pension Records Procedures: describes procedures for processing mail, change of address for Canada Pension Plan accounts and filing new Canada Pension Plan applications (Systems).
- Benefit Administration Manual, Volume 1: details legislative interpretation of the Canada Pension Plan Act and Regulations.
- Benefit Administration Manual, Volume 2: describes procedures required for processing and maintenance of Canada Pension Plan benefit accounts in regional offices.
- Record of Earnings and Contributions Data Handbook.
- Claims and Benefits Procedures, Volumes 1-3: outlines operating procedures required for processing and maintenance of Canada Pension Plan benefit accounts.
- Field Services Bulletins: describe operating procedures and documentation standards.
- Operational Bulletins, Volumes 1-5: contain policy guidelines for CPP, OAS and International Agreements on Social Security and procedures related to these programs.
- Training Manuals, Volumes 1-7: represent a formal training package used in training CPP regional processing staff. They consist of the Benefit Procedures Manual (Systems), which describes the manner in which the system operates, outlines procedures for the completion of EDP input form for CPP benefits, and describes the output products produced by the system;
- the District Office Manual, which describes interviewing techniques to be used and the procedures to taking CPP and OAS applications, and the documentation standards required for CPP and OAS applications;
- the the Proof of Age Manual, which describes the documentation standards for the determination of age of applicants for CPP and OAS benefits and provides policy guidelines for the determination of age under the CPP and OAS Acts.
- Trusteeship Manual: describes the procedure to follow when a request for trusteeship is received in the CPP program area and documentation standards.
- Guide Letter Manual: consists of form letters used to communicate with CPP applicants and beneficiaries.
- FA and OAS Procedures Manuals (Systems): contain detailed processing procedures for the FA and OAS computer systems which support the FA and OAS programs.
- Renewal GIS and SPA Operational Guidelines: describes policy guidelines, processing procedures and the operational requirements to meet these policies for processing GIS/SPA renewal application forms.
- FA and OAS Procedures Manuals: describe procedures for processing new and active accounts (Ontario Region).
- OAS Central Registry Manual: outlines procedures used for training and a reference source (Ontario Region).
- FA Form and Guide Letter Manual: describes procedures used by all staff processing FA accounts (Western Region).
- GIS Renewal Manual: outlines procedures used by OAS Section in processing GIS applications received (Western Region).
- OAS Procedures Manual: describes procedures used by OAS Section in processing OAS and SPA applications, transfers and trusteeship requests (Western Region).
- OAS Forms and Guide Letter Manual (Western Region).
- OAS and GIS Training Manuals (Western Region).
- Easy Reference for OAS, GIS and SPA: outlines procedures used by part-time staff (Regina District Office).
- CPP Standard Operating Procedures: outlines processing procedures in the Alberta Regional Office.
- Resource Material Guide: contains a master index of all CPP manuals.
- International Operations Procedures: describes procedures to be followed for processing claims for Social Security benefits under the various international agreements; combines CPP and OAS procedures along with the unique features of International Social Security Agreements; and aids the operational staff in processing claims.
- International Operations Procedures (Systems): describes the CPP and OAS computer systems along with the unique features of International Agreements; and describes in layman's terms what the programs should be doing; and aids Operational Staff to input information and analyse the computer output.
- Benefit Procedure Systems Specification Manual, Volumes 1-3, Detailed Programmatical Specification: describes internal and external processes used by the Master Benefit File for the processing of data.
- Dictionary of Output Products Operating Procedures: identifies and lists all paper products generated by the system, by program type, gives the number of copies

produced and their distinction.

- Teleprocessing User Manual Operating Procedures: describes the several functions of the Client Information Control System (CICS) (terminal) and their usage.

- Payment Operating Procedures: describes the methods and processes governing the Payment System, including the cheque issue system, cashier's system and payment history file system for each benefit type.

- Earnings Operating Procedures: describes the methods and processes governing the Record of Earnings systems, including a description of the interfaces between Employment and Immigration Canada, Régime des rentes du Québec, and Revenue Canada Taxation.

- File Maintenance Operating Procedures: describes the manner in which File Maintenance is done at the Benefit file, Earnings file, Payment file and Validator file and gives all necessary information to operate the file maintenance system.

Classes of Records

HWC-720
Income Security Programs

Description: Information on the operations of income security programs and international social security agreements; interrelationship among the Canada Pension Plan, the Quebec Pension Plan and private plans; agreements with government departments regarding the issuance and security of and inquiries concerning social insurance number; and the provision of information to provinces for the administration of provincial assistance programs. *Topics:* Provincial Assistance Programs (Agreements), International Operations (Agreements and Arrangements), Pension Plans (Quebec, Superannuation, Other Countries), Social Insurance Numbers (Agreements) and Individual File.

HWC-730
Canada Pension Plan

Description: Information on the operations of the Canada Pension Plan; the application of policies, procedures and regulations involved in determining the eligibility for retirement; disability and survivors benefits; identification of coverage; and contributions by individuals. *Topics:* Federal-Provincial Relations, Coverage and Contributions, (by Individual, Agreements with Other Countries, Dual Contributors, Self-employed), Canada Pension Plan, Interpretation and Application, Canada Pension Plan Regulations, Administrative Consolidation Amendments, Appeals, Claims and Benefits, Disability, Retirement, Survivors, Disability Determination and Individual File.

EDP System

- Canada Pension Plan: maintains a centralized system for maintaining records of earnings, contributions and retirement, disability, death and survivor benefits to the Canada Pension Plan.

HWC-740
Family Allowance

Description: Files on the payment of Family Allowance. *Topics:* Application, Eligibility, Payment, Payees, Maintenance, Appeals, Fraud and Prosecution, Taxation, Child Tax Credit, Social Insurance Numbers and Individual File.

EDP Systems

- Family Allowance Cheque Issue: a decentralized file maintenance and cheque issue system for families with children in all provinces and for children in institutions or agencies eligible for special allowances.

- On-line Index: an on-line retrieval system of Family Allowance information which is used to supply names and addresses for undelivered cheques and to locate account numbers from correspondence requiring action when no account numbers are included by the correspondent.

HWC-750
Old Age Security

Description: Files on the payment of Old Age Security Pension (OAS), Guaranteed Income Supplement (GIS) and Spouse's Allowance (SPA). *Topics:* Amendments to Legislation (Policy Development), Eligibility, Payment (Payees), Guaranteed Income Supplement, Taxation, Social Insurance Numbers, Appeals, Individual File, Spouse's Allowance and Application (Fraud and Prosecution).

EDP Systems

- OAS and GIS Cheque Issue: a decentralized file maintenance and cheque issue system for pensioners in all provinces eligible for old age security and corresponding guaranteed income supplement and spouse's allowance.

- GIS and NRT Discrepancy Verification: reports income discrepancies of GIS recipients based on a comparison with Revenue Canada Taxation files.

Social Service Programs Branch

The Branch was formed in 1975 with the amalgamation of the Social Allowances and Services and the Developmental Programs Branches, to give single direction to all Social Service Programs.

The responsibility to the Branch is the development, promotion and support of measures designed to improve the social well-being of Canadians by providing advice to and co-operating with the provinces and territories to ensure national social services standards.

The Assistant Deputy Minister of the Social Service Programs Branch administers a Planning and Evaluation Directorate, a Finance and Administration Directorate, and five operational Directorates: the Canada Assistance Plan, New Horizons, the Bureau on Rehabilitation, Social Service and National Welfare Grants. The Canada Assistance Plan and the New Horizons Directorates maintain a field office in each province.

General information on the operation and program of the Social Services Branch may be obtained from the departmental Public Affairs Directorate, Branch Headquarters in Ottawa and the field offices of the Canada Assistance Plan. Field Offices may be reached as follows: Access to Information Officer Canada Assistance Plan Field Office at one of the addresses listed below.

c/o Department of Social Services,

Confederation Building,
St. John's, Newfoundland.
A4C 5T7
Telephone: (709) 737-3606

c/o Department of Social Services,
P/O/ Box 696,
Halifax, Nova Scotia.
B3J 2T7
Telephone: (902) 424-6763

c/o Department of Social Services,
P.O. Box 6000,
Fredericton, New Brunswick.
E3B 5H1
Telephone: (506) 452-3344

c/o Ministry of Social Affairs,
5th Floor,
1005, Chemin Sainte-Foy,
Quebec, Quebec.
G1S 4N4
Telephone: (418) 643-3329

c/o Ministry of Community of
Social Services,
4th Floor, Hepburn Building,
Queen's Park,
Toronto, Ontario.
M7A 1E9
Telephone: (416) 965-5011

c/o Department of Community Services
and Corrections,
270 Osborne Street North,
Winnipeg, Manitoba.
R3C 1V7
Telephone: (204) 944-3286

c/o Department of Social Services,
Room 920, Chateau Tower,
1920 Broad Street,
Regina, Saskatchewan.
S4P 3V6
Telephone: (304) 565-3595

c/o Department of Social Services
and Community Health,
7th Street Plaza, South Towers,
10030 - 107th Street,
Edmonton, Alberta.
T5J 3E4
Telephone: (403) 427-7942

Health and Welfare Canada,
Room 111,
816 Government Street,
Victoria, British Columbia.
V8W 1W9
Telephone: (604) 388-3285

c/o Ministry of Human Resources,
Room 106,
800 Cassiar Street,
Vancouver, British Columbia.
V5K 4N6
Telephone: (604) 299-9131

Manual

- Branch Procedures Manual

Canada Assistance Plan Directorate

The Canada Assistance Plan is a shared-cost program through which Canada pays 50 per cent of the cost to provinces and municipalities of providing social assistance, welfare services of a preventive, supportive or rehabilitative nature, and work activity projects intended to improve employability of persons who have employment difficulties. The Director General of the Plan administers four directorates: Welfare Services and Work Activity, Program Finance, Assistance and Vocational REhabilitation Services Administration, and Field Operations.

Classes of Records

HWC-760
Canada Assistance Plan

Description: Information on the administration of the Canada Assistance Plan Part I and Part III, Vocational Rehabilitation of Disabled Persons Act, Blind Persons Act, Nursing Home Care Benefits Program, Indian Welfare Agreements (Ontario), Young Offenders Program and Section 45 of the Excise Tax Act; shareability of provincial program initiatives; changes and provincial costs; and accountability for annual transfer payments. *Topics:* Disabled Persons Allowance, Blind Persons Allowance, Grants and Welfare Organization, Nursing Home Care, Young Offenders, Vocational Rehabilitation of Disabled Persons, Research in Vocational Rehabilitation, Welfare Services and Work Activity, Old Age Assistance, Unemployment Assistance and Remission Orders.

New Horizons Directorate

The Directorate enables groups of retired seniors to participate in activities designed to overcome social isolation and to benefit seniors, other Canadians and the community.

Manuals

- New Horizons Program Procedures Manual
- New Horizons Guidelines for Project Accounting

Classes of Records

HWC-770
New Horizons

Description: Files on the Distribution of federal funds to groups of retired Canadians. *Topics:* Information and Liaison, Program Development and Operations.

EDP System

- New Horizons Management Reporting: maintains basic data on New Horizons projects to facilitate their control; retrieves projects information in response to ad hoc queries.

Bureau on Rehabilitation

The Bureau was established to co-ordinate the Departmental initiatives with respect to the disabled with special attention being given to the XIIth World Congress on International Rehabilitation in Winnipeg in 1980 and the United Nations International Year of the Disabled. The Bureau also provides information services to the disabled.

Classes of Records

HWC-780
Rehabilitation

Description: Information on the rehabilitation of handicapped persons. Transportation for the Handicapped, Access to Federal Buildings and Disabled in Canada.

Social Services Directorate

The Directorate provides consultation and information services, and undertakes policy development activities to enhance the development of social services in Canada.

Classes of Records

HWC-790
Social Services

Description: Information on consultation and information services, policy development activities in the areas of Children and Youth Services, Day Care, Divorce Counselling, Social Services Delivery, Rehabilitation and Related Services, Community Services and Aging, International and Inter-Provincial Adoptions. *Topics:* Day Care, Child Welfare and Youth Services, Adoption Desk, Family Services and Divorce Counselling, Voluntary Action and Community Services, Policy Development and Program Information.

EDP System

- Adoption Desk: matches prospective parents and children available for adoption who were not successfully placed through provincial systems.

National Welfare Grants Directorate

The role of the Directorate is to promote improvements in welfare services and self-help activities by providing financial assistance, consultation, information and advice to governmental and non-governmental welfare agencies (including citizen organizations), for short-term research, demonstration and other project activities, and to individuals for advanced studies in social work.

Manual

- National Welfare Grants Reference Manual

Classes of Records

HWC-800
Welfare Grants

Description: Information on the funding of professorships, fellowships and research projects. *Topics:* Visiting Professorship Plan, National Welfare Fellowships, Welfare Research Fellowships, Welfare Research Projects and the Welfare Research Advisory Committee.

Fitness and Amateur Sport Branch

Fitness and Amateur Sport was established by Act of Parliament in 1961. Under the terms of the Act, its purpose is to promote, encourage and develop fitness and amateur sport in Canada. Fitness and Amateur Sport pursues these purposes through the activities of its two program areas, Fitness Canada and Sport Canada. Both fulfill their functions primarily through the provision of financial contributions and consultative assistance to national sport and recreation organizations and agencies.

HWC-810
Sport Canada

Description: Information on financial and technical support and services to national agencies and individuals to encourage, promote, and develop activities directed toward the pursuit of excellance in amateur sport. *Topics:* National Sports and Recreation Centre; Sports Pool Program; provincial-federal and international liaison; national professional organization and; consulting firms; local and regional liaison; Provincial Sports Association; provincial grants; educational grants; Hockey Canada; Game Plan Athlete Assistance Program; special projects; Sport Exhibition Program; Halls of Fame; Women's Program; Conseil Permanent de la Médecine Sportive des Pays d'expression française; Olympics; application to host Games; hosting of Olympic Games; Sport Canada participation in Olympics; Montreal 1976; intensive care of athletes; '76' development planning policy, Olympic facilities; committees; Canadian Olympic Association; Olympic alternative; Canada Games; Interprovincial Games; Provincial Games; Pan-American Games; World Student Games; Maccabiah Games; Hapoel Games; Indianapolis-Scarborough Peace Games; Festival International de la Jeunesse Francophone; Commonwealth Games; Arctic Winter Games; Sports Associations; Umbrella Association; Sports Program-records on the various sports; promotion and communications; liaison; information; information projects; sports publications and reports; advertising; media relations; special projects; games and meets; speeches and messages; Terry Fox Humanitarian Award program; facilities — national training facilities, artificial turf, domes and air support structure.

HWC-820
Fitness Canada

Description: Information on financial and technical support and services to national organizations and individuals to raise the fitness level of Canadians through increased participation in physical activity thus encouraging a health lifestyle. *Topics:* Provincial liaison, federal liaison, international liaison, professional organizations; consulting firms, Fitness Canada; education institutes; local and reginal liaison; Grants-in-aid, national organizations, provincial agencies, local agencies, provincial grants, education institutes grants; Participaction; education institute research; research contributions; special projects; creative play, professional development practicum; handicapped people — provincial liaison, special projects, professional organizations; Federal Labour Intensive Projects; Employee Fitness programs; provincial liaison; fitness testing equipment; educational institutes; international liaison; fitness workshops for physicians; home fitness test; request for fit-kit; request for fitnuss publications; general request for fitness publications; nutrition programs organizations; fitness research; Canada Fitness Survey; Phacts project; sport for leisure; Indians, Inuit and Métis; public relations-printed material; periodicals received; sport and recreation safety; facilities-requests for fitness trails, hiking trails, bikeways; National Advisory Council on Fitness and Amateur Sport; research, planning and evaluation; evaluation —

system, special projects, control agencies studies; research contribution program, special projects; planning — project and systems designs, national study on supply of sport and recreation facilities, phase I and III; Canada Fitness Award.

General information on the operation and programs of the Fitness & Amateur Sport Branch may be obtained from the Departmental Public Affairs Directorate and Branch Headquarters in Ottawa.

Administration

The administrative area of the Department of National Health and Welfare comprises the Management Practices Branch, the Personnel Administration Branch, the Internal Audit Directorate and the Information Services Directorate. Descriptions of the classes of records and topics pertaining to the administrative area of the Department are reported in The Access Register under the Standard Classes of Records.

The Management Practices Branch

The Branch is accountable for the executive direction, development and implementation of departmental management systems including financial and operational planning and control; it also acts as a link between the Department and central federal agencies, and assists all branches in tasks such as budgeting and information distribution. The Management Practices Branch is directed by as Assistant Deputy Minister who heads three Directorates: Management Planning, Financial Administration and Administrative Services.

The Management Planning Directorate is responsible for the departmental management framework with particular emphasis on long-range planning. The Financial Administration Directorate provides direction, planning, policy development, advisory and administration support services to the Department. The Administrative Services Directorate is responsible for departmental administrative policies, systems and procedures, for providing certain administrative services to all branches and all administrative services to certain smaller branches, and for representing the Department on administrative issues to central government agencies and private enterprise.

The Personnel Administration Branch

The responsibilities of the Personnel Administration Branch are the determination, acquisition, development and compensation of the human resources of the Department. The Branch is headed by the Director General, Personnel Administration Branch and comprises six Bureaux: Staff Relations and Compensation; Classification and Organization; Staffing Management; Policy Training and Employee Programs; Official Languages; and Management Services. Of ten Area Personnel Units, four are located in the National Capital Region and sic in the Atlantic, Quebec, Ontario, Prairies, Alberta and Pacific Regions.

The Internal Audit Directorate

The Internal Audit Directorate provides the Deputy Minister and senior managers with an assessment of the Department's operations and the integrity with which public funds are acquired and expended. The Directorate is divided into a Management and Support component and an Audit Operation component. Management and Support provides a management framework and support services while Audit Operations performs the auditing function as a contribution to improved management and operations.

Public Affairs Directorate

The Directorate is responsible for public awareness of the Department's objectives and programs, for the proper use of communications resources, and for advice and services on communications matters. The Director of Public Affairs heads a Creative Services Division and a Media and Promotion Division.

The Creative Services Division provides technical and professional advice and production services to Branches in the fields of editing, publishing, audio-visual and advertising and in the planning and implementation of corporate public affairs programs. The Media and Promotion Division provides similar advice and support to Branches in the fields of media relations, special events, public inquiries (including public affairs support in the regions); it also assists in the planning and implementation of corporate public affairs programs.

Service is provided to the public through headquarters facilities in Ottawa as well as five regional offices in Vancouver, Edmonton, Toronto, Montreal and Halifax. Contact with these offices is usually made by telephone, written inquiries or through personal visits.

General information on the operation and programs of the Management Practices Branch, the Personnel Administration Branch, and the Internal Audit and Public Affairs Directorates should be addressed to the departmental Public Affairs Directorate.

Background

Customs and Excise is a branch of Revenue Canada reporting through its own Deputy Minister to the Minister of National Revenue. Its primary role is the collection of revenue and the control of the movement of people and goods across the Canadian border.

The Customs function is primarily involved in the control of the international movement of people and goods across Canadian boundaries, and the collection of revenue in the administration of the Customs Act, the Customs Tariff Act and other acts concerning the social, economic, health, safety and environmental needs of Canada.

The Excise function administers the Excise Act and Excise Tax Act and is primarily involved in the licensing of manufacturers and wholesalers, the collection of sales and Excise taxes on domestic and imported goods, the licensing and regulatory control of breweries and distilleries and the collection of Excise duties on spirits and tobacco.

Laws and Regulations

- Customs Act
- Customs Tariff Act
- Anti-dumping Act
- Excise Act
- Excise Tax Act

Overall Responsibilities

- To assess, collect and control duties and taxes on imported and domestically produced goods, and to exercise control over international movement of persons and goods
- To ensure that Canadian industry receives the protection to which it is entitled under the Customs laws
- To provide the information and services necessary to full understanding of and voluntary compliance with the requirements of Customs and Excise laws and regulations
- To enforce all Customs and Excise laws, and in addition to administer, in part, the statutes of other government departments and agencies as they pertain to the international movement of persons and goods
- To collect Customs and Excise duties and taxes

Key Contacts

- General inquiries (613) 997-3601
- Press and Parliament (613) 993-6220
- Library and reading room (613) 995-0007
- Access to Information and Privacy Co-ordinator (613) 996-7635
- Legal counsel (613) 996-9754
- Program and service assistance (613) 997-3601

Access Procedures

All formal requests for access to information under the Access to Information Act should be made on the prescribed form and forwarded to:

Access to Information and Privacy Co-ordinator
Revenue Canada Customs and Excise
191 Laurier Avenue West, 10th floor
Ottawa, Ontario
K1A 0L5
Telephone: (613) 996-7635

Customs Programs Branch

The Branch is responsible for maintaining and controlling administrative programs and operational systems pertaining to the international movement of peoples, goods and conveyances; and enforcing the regulations of other departments and agencies as they pertain to such movement. It is divided into four major directorates: International Traffic, Tariff Programs, Special Assessments and Branch Services. Acts: Customs Act, Customs Tariff Act and the Anti-dumping Act.

International Traffic Programs Directorate

This Directorate is responsible for controlling all Customs programs of a non-assessment nature, namely, inspection and enforcement, commercial traffic control, data control and seizure and forfeiture adjudication. Functional direction is provided to the field on the application of these programs. It is divided into eight major divisions: Commercial Programs, Commercial Traffic Control, Passenger Programs, Postal Programs, Adjudications, International Programs, Cargo Control Entry Processing and Collection System (CEPACS) and Data Control Programs.

Commercial Programs Division

The Division is responsible for administering Customs policies related to legislation of other departments; to prohibition and restrictions under the Customs Act and Customs Tariff Act; to examination and search techniques and aids; to the operation of Customs brokers and Customs ports. It is divided into three major sections: Operational Services, Enforcement Support, and Examination and Inspection Systems.

Classes of Records

RCCE-10
Operational Services

Description: Information on the licensing and control of Customs brokers and to the effective operations of Customs ports. *Topics:* Qualified person examination; Licensing Advisory Committee; Customs brokers; agents; power of attorney; Customs ports; hours of service; special service charge; enforcement officers. *Retrievability:* Customs brokers and individual ports are filed alphabetically by name and location.

RCCE-20
Enforcement Support

Description: Information on the development, monitoring and testing of biological and technical examination and search techniques and aids. *Topics:* Brokers, importers, and exporters profiles; commodity profiles; methods of examination; technical devices; search techniques;

intelligence subject matter. *Retrievability:* Profiles filed alphabetically by name.

RCCE-30
Examination and Inspection Systems

Description: Information on legislation administered by Customs on behalf of other federal government departments and agencies and on imports coming under the provisions of the Offensive Weapons and the Marking of Imported Goods Order. *Topics:* Offensive weapons; marking of imported goods; disposal; exports; acts of other departments, (e.g. Animal Diseases and Protection Act, Canadian Wheat Board Act, Cultural Property Export and Import Permits Act, and National Energy Board Act). *Retrievability:* Acts grouped by department.

Commercial Traffic Control Division

This Division is responsible for controlling the movement of goods and vehicles entering Canada until the requirements of the various departmental programs have been met, and the goods and vehicles have been properly acquitted for Customs purposes. It is divided into four main sections: Carrier Control, Cargo Control, Warehouse Control and Enforcement Support.

RCCE-40
Carrier Control

Description: Information on the control of the use of non-duty paid instruments of international conveyance; all modes of transport and transport-related equipment in accordance with Customs Transportation Policy. *Topics:* Remission orders for vessels, aircraft, and railway rolling stock; policy directives and information of a general or specific nature relating to carriers of all modes; applications and case studies of the Interdepartmental Railway Rolling Stock Committee. *Retrievability:* Case files are divided into different carrier modes and filed alphabetically by company.

RCCE-50
Cargo Control

Description: Information on the control and reporting of import and export cargo in both the automated and non-automated environments. *Topics:* Cargo Control Regulations; authorization of bonded carriers of all modes; freight forwarders; deconsolidators.

RCCE-60
Warehouse Section

Description: Information on the operation of various types of warehouses, duty-free shops, frontier ports of entry; and the disposal of unclaimed goods. *Topics:* Customs sufferance warehouses; bonded warehouses; Queen's warehouses; duty-free shops; frontier ports of entry; unclaimed goods; appointment of auctioneers - disposal of unclaimed goods. *Retrievability:* Individual warehouses filed alphabetically by name and location.

RCCE-70
Enforcement Support

Description: Information on the detection and investigation of offences concerning the in-bond movement of goods and vehicles. *Topics:* Enforcement techniques; detection methods; investigations; penalty actions; national reports of all enforcement checks related to transportation companies. *Retrievability:* Investigation case files filed alphabetically by name.

Passenger Programs Division

This Division is responsible for the clearance and processing of travellers entering Canada by all modes of transportation and the functional direction of all Customs Inspectors at all ports of entry with respect to procedures, enforcement techniques and training. It is divided into three main sections: Passenger Entry Processing and Tariff Programs; Passenger Enforcement Support; and the Interdepartmental Inspection Services Committee and Airport Systems Section.

Manuals

- International Airports - Standard Operations Manual
- Inspection Services Space Standards Manual
- Office of Primary Interest Manual

RCCE-80
Passenger Entry Processing and Tariff Program

Description: Information on the application of specific tariffs pertaining to the control and processing of travellers and their baggage entering Canada by all modes of transport other than air; and the Travellers Exemption Checking Unit, which records and controls the travellers' written declarations. *Topics:* Interpretine guidance on tariff items pertaining to visitors; former residents; returning residents; settlers and their effects; requests for additional duties and taxes through the Travellers Exemption Checking Unit; and travellers' written declarations. *Retrievability:* Cases filed by tariff item number. Topic files arranged by port and date.

RCCE-90
Passenger Enforcement Support

Description: Information on the detection and investigation of criminal and civil offences committed by travellers entering Canada by all modes of transport. *Topics:* Profile files to facilitate the identification and examination of high-risk passengers, and to interpret the results of mechanical electronic aids such as gas chromatigrams; an automated intelligence information system used by line officers for enforcement purposes; liaison with RCMP.

EDP System

- Automated Intelligence Customs Service (AICS).

RCCE-100
Inter-departmental Inspection Services Committee and Airport Systems

Description: Information on the control of travellers entering Canada by air, functional direction to Customs Inspectors at airports and the departmental posture at the Interdepartmental Inspection Services Committee. *Topics:* Inspection procedures and passenger processing at airports; charter access and level of service; Customs facilities at airports; signage; baggage handling; sterile lounges; pre-clearance and security; liaison with other departments. *Retrievability:* Case files for individual airports filed alphabetically by name.

Postal and Courier Program Division

This Division is responsible for the control of mechanical, non-mechanical, automated and non-automated Customs postal and courier operations in areas such as the report, control, examination, enforcement, documentation and release of all postal and courier shipments. The Division also ensures all corporate level liaison with Canada Post Corporation. It has four major areas of concern: Postal Policies, Procedures and Automated Systems; Enforcement Devices and Techniques; Courier Systems and Procedures; and Mechanized systems development.

RCCE-110
Postal Policies, Procedures and Automated Systems

Description: Information on various policies, procedures, operational and proposed non-automated and automated systems respecting the importation of goods through the postal system by commercial and non-commercial importers; also co-operation and liaison with domestic and foreign authorities. *Topics:* Legal interpretations of legislation, regulations and policies; alternative processing methodologies; postal methods of payment for duties and taxes; Postal Import Remissions; Postal Release Procedures; complaints; types and classes of mail; mail movement and control; prohibited goods disposal; co-operation and liaison with domestic and foreign authorities such as the R.C.M.P., Agriculture Canada, Health and Welfare Canada, Canada Post Corporation and Statistics Canada.

RCCE-120
Postal and Courier Programs - Enforcement Devices

Description: Information on the evaluation of current and proposed new techniques and scientific devices to detect non-compliance (by importers and travellers) with the law respecting illegal use of the mails to import prohibited goods. *Topics:* Scientific devices and technological developments in detection equipment; drug enforcement; contraband detection programs; international enforcement and investigations intelligence liaison.

RCCE-130
Courier Systems and Procedures

Description: Information on the control of courier shipments from their time of arrival in Canada until completion of legal disposition. *Topics:* Courier policy; projects; statistics; and legal interpretations of various alternative proposals and committees.

RCCE-140
Postal and Courier Programs - Mechanized Systems Development

Description: Information on ensuring effective Customs control over the movement and processing of international mail by means of improved facility designs and both mechanical and non-mechanical systems. *Topics:* Facility improvements; correspondence and drawings; machinery and equipment. *Retrievability:* Filed by subject and by Customs office.

Adjudications Division

This Division is responsible for ensuring that the penal provisions of the Customs and Excise Acts are applied in a uniform and equitable manner across Canada; that the citizen is treated fairly; that the penalties imposed are reasonable, equitable and suit the infraction; and that the decision rendered is in accordance with law, equity and jurisprudence, and is defensible before the Federal Court. It is also responsible for the collection of unpaid assessments through the Courts by using appropriate collection techniques. The Division has two major areas of concern: Adjudications and Appeals, and Enforcement and Accounts.

Manuals

- **Customs Seizures Enforcement Manual**
- **Jurisprudence Manual**

RCCE-150
Adjudications and Appeals

Description: **Information on the actual seizure of goods for apparent infractions of the Customs and Excise Acts, adjudication policies and procedures, and appeals against seizures for alleged infractions.** *Topics:* **Seizure reports from regional and headquarters personnel as well as the R.C.M.P.; records of goods seized from individuals or firms; ascertained forfeitures where goods are unobtainable, including a description of the goods; the reason for seizure; and the seizing officer's report.** *Retrievability:* **Cases filed by number; cross-indexed alphabetically by name of company or individual.**

RCCE-160
Enforcement and Accounts

Description: **Information on the collection of outstanding accounts, various collection and enforcement techniques, the release or disposal of seized goods, and liaison with the R.C.M.P.** *Topics:* **Accounting; accounts receivable; accounts payable; suspense accounts; outstanding debts; claims for damages and release of goods; forfeited goods; liquor seizures; endangered species; laboratory analysis of samples.**

International Programs Directorate

This Directorate is responsible for representing the Canadian Government and the Department in various customs-related international forums, and for providing effective liaison with other customs-related international organizations as well as other customs administrations with a view to ensuring the protection of Canadian Customs interests in trade matters, and other issues relating to the improvement of customs techniques concerning the international movement of goods and people. The Directorate has one major area of concern: the Customs Co-operation Council, and other international organizations.

Manuals

- **Customs Co-operation Council Basic Texts**

RCCE-170
Customs Co-operation Council and Other International Organizations

Description: **Information on liaison with other customs-related international bodies to protect Canadian Customs interests in trade matters and other issues relating to the facilitation, harmonization and simplification of customs techniques for the international movement of goods and people. Principal focus is the Customs Co-operation Council.** *Topics:* **Customs Co-operation Council meetings; delegates; recommendations; technical assistance; customs applications of computers; nomenclature; bilateral agreements with other countries concerning customs enforcement; relevant international customs-oriented agreements - International Conventions.**

Tariff Programs Directorate

This Directorate is responsible for controlling the assessment of duties and taxes on imported goods and for the granting of duty and tax relief on them, the processing of statutory appeals against assessment, and the settlement of assessment and tax relief disputes. It is divided into three Divisions: Tariff Classification, Tariff Relief, and Valuations.

Tariff Classification Division

This Division is responsible for controlling and developing programs pertaining to tariff treatment, tariff classification, related appeals and the Made in Canada status of imported goods and administering the Automotive and Machinery Remission Programs.

Manuals

- **Departmental Consolidation of the Customs Tariff**

- Canadian International Trade Classification Manual

Machinery and Equipment

This unit is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification, related appeals and the Made in Canada status of imported machinery, agriculture and electrical products; and the provision of technical expertise on tariff administration matters to the Machinery and Equipment Advisory Board and the Automotive Remission Program. It is made up of four sections: Machinery, Agriculture and Transportation, Electrical and Primary Product. The unit deals with rulings and appeals, The Made in Canada label, rules of origin and general subjects.

Industrial and Consumer Goods

This unit is responsible for developing policies, programs, guidelines and directives pertaining to tariff classification, related appeals and the Made in Canada status of imported industrial and consumer goods; provides technical expertise on tariff administration matters relative to industrial and consumer goods with respect to amendments to the Customs Tariff. It is made up of four sections: Foodstuffs; Wood and Paper; Health and Education; Chemicals, Textiles and Prohibited Goods. The unit is concerned with rulings and appeals, The Made in Canada label, rules of origins and general subjects.

Note: The Machinery and Equipment and Industrial and Consumer Goods units share one set of classes of records.

RCCE-180
Rulings and Appeals

Description: Information on the determination of tariff classification and the investigation of appeals under various major industry fields such as: Machinery; Agriculture; Transportation; Electrical; Foodstuffs; Wood and Paper; Health and Education; Chemicals, Textiles and Prohibited Goods. *Topics:* Correspondence used in determining and issuing rulings on classification; appeal documents; entries; Tariff Board cases; court cases; Deputy Minister's decisions. *Retrievability:* Files arranged by tariff item number.

RCCE-190
Made in Canada

Description: Information on Tariff Surveys and studies respecting "Made in Canada" legislation on imported goods in light of changing trade patterns, technological developments, and evolving manufacturing processes. *Topics:* Made in Canada inquiries; reports; studies on the status of imported goods under the major industrial headings, i.e., machinery, textiles, metals.

RCCE-200
Rules of Origin

Description: Information on the determination of tariff treatment in accordance with the Canadian rules of origin regulations and trade agreements. *Topics:* Enquiries, reports, requests for information, investigations and final decisions on such things as entries; invoicing; preferential tariff; and direct shipment. *Retrievability:* Files are arranged by subject and country.

RCCE-210
Tariffs

Description: Information on the overall functions and programs which are the concern of the whole Division. *Topics:* Machinery remission orders; Auto Pact; temporary tariff items; travellers, prohibited and privileges; Customs and Excise Laboratory Reports.

Tariff Relief Division

This Division is responsible for the administration of Customs drawbacks, Standing Remission Orders-in-Council, remissions not covered by existing authority and refund procedures. It also conducts audits of manufacturers' production costs under the automotive and related programs and administers Schedule "B" of the Customs Tariff Act. The Division is divided into three main units: Remissions, Drawbacks and Refunds, and Automotive Audit.

Manuals

- Drawbacks Officers Manual
- Refund Manual

RCCE-220
Remissions

Description: Information on the eligibility of companies or types of commodities for exemption or remission of duties and taxes under Standing Remission Orders in Council, special remissions, and applications to the Interdepartmental Remission Committee. *Topics:* Applications, background information, research data, and decisions relating to: Standing Remission Orders in Council; special remissions; Canadian goods abroad; and temporary entry provisions. *Retrievability:* Cases are filed by company name and Order in Council number.

RCCE-230
Drawbacks and Refunds

Description: Information on the drawback of Customs duties on exported goods, the refund of Customs duties under various regulations (excluding Appeals) and the remission of Customs duties via drawback for specific commodities. *Topics:* Correspondence on drawbacks - claims and claimants; refunds - claims and claimants; exports; obsolete or surplus goods; railway rolling stock; ships' stores; home consumption; spirits exported. *Retrievability:* Subject files and case files are arranged by company name. Refund and drawback claims filed by claim number and held in the various regional offices.

RCCE-240
Automotive Audit

Description: Information on the review of production reports and audits of manufacturers' production costs under the authority of the Special Remission Programs. *Topics:* Correspondence, production reports, and audits pertaining to the Special Remission Programs governing the manufacturing of vehicles and parts under the Motor Vehicle Tariff Order (1965); the British Commonwealth Content Qualifications; front-end loaders; off-highway vehicles; and the Television Remission Program. *Retrievability:* Cases filed by company name.

RCCE-250
Tariff Relief

Description: Information on the overall functions of the Automotive Audit Unit. *Topics:* Regulations of other departments; regulations of other countries; payment of claims withheld to offset debts due to the Crown; post-audit procedures; entries and invoices; seizures arising from drawback or refund investigations and trade talks and negotiations. *Retrievability:* Files are arranged by subject, company, country or department.

Valuations Division

This Division is responsible for investigations in Canada and abroad to establish values for duties of imported goods, processing of appeals against valuation decisions and the provision of functional guidance to field personnel involved in the valuation appraisal function. It also enforces valuation rulings and monitors valuation functions at headquarters and in the field.

Manuals

- Valuation Policy Manual
- Appraisers' Procedures Manual
- Appraisal of Used Goods Manual
- Ruling Enforcement Manual

Appraisal Operations

This section is responsible for conducting investigations in Canada and abroad for the purpose of establishing values for duty of goods imported into Canada, for the processing of appeals by the importing public on valuation decisions and for providing functional guidance to field personnel involved in the valuation appraisal function. It is divided into eight commodity units: Textiles and Footwear, Electrical and Scientific, Chemicals and Foodstuffs, Industrial Machinery Transportation, Paper and Recreational, Hand Tools and Specialty Items, and Materials. The units deal with investigations and appeals, enforcement and monitoring, and the Central Values Index.

RCCE-260
Investigation and Appeals

Description: Information on the investigation of the value for duty of imported goods and the processing of appeals on valuation decision. *Topics:* Submissions; appeals; import statistics; price lists; commercial invoices; production costs; research and development information; marketing strategies and techniques; rulings to exporters. *Retrievability:* Files are arranged by subject and commodity.

RCCE-270
Enforcement and Monitoring

Description: Information on the enforcement of specific valuation rulings and the monitoring of valuation functions in headquarters and the field. *Topics:* Rulings, price lists, commercial invoices, entry documents and production costs used in controlling the enforcement of valuation rulings; audits and reports on the efficiency and effectiveness of valuation activities. *Retrievability:* Files are arranged by commodity and company.

RCCE-280
Central Values Index

Description: Information on current and past investigational activity and incoming formal appeals, and information on valuation activities delegated to field officers. *Topics:* Formal appeals and their disposition; results of investigations; legal opinions. *Retrievability:* Indexes are maintained by exporter and commodity.

Special Assessments Directorate

This Directorate is responsible for the assessment of duties on imported goods for the protection of Canadian producers; the Countervail and Surtax Programs; the processing of statutory appeals against assessment and the settlement of disputes referred to headquarters which may result in a hearing before the Anti-dumping Tribunal. The directorate is divided into three divisions: Anti-dumping Investigations, Countervail and Surtax, and Policy and Systems.

Policy and Systems Division

This Division is responsible for developing and maintaining programs, systems, policies, procedures and legislation pertaining to the administration of Anti-dumping, Countervail and Surtax. It provides functional direction to all persons in the department, and advice to the public relative to these programs. The Division also develops programs for recruitment and technical training.

RCCE-290
Policy and Systems

Description: Information on the development of Canadian legislation covering Anti-Dumping, Countervail and Surtax; the development and review of systems and procedures relating to the application of these programs; liaison with other departments and other branches and divisions within the Department; training; foreign trade; and tax legislation. *Topics:* Legislation, policy and technical interpretation of Anti-Dumping, Countervail and Surtax programs; correspondence, minutes and documents covering departmental participation at General Agreement on Tariff and Trade (GATT) meetings on agreements to which Canada is a signatory; liaison and co-operation with other divisions and branches within the Department and with other departments; studies and reviews on trade and tax legislation of foreign countries; divisional reports on performance and the training program.

Countervail and Surtax Division

This Division is responsible for investigations into allegations of injuriously subsidized imports into Canada and enforces surtax orders from the Governor in Council and findings of the Anti-dumping Tribunal.

Definitions

Countervail - additional duty applied to goods subsidized by foreign governments or their agencies.

Surtax - additional tax assigned as a temporary measure to any goods deemed to cause injury to Canadian manufacturers by means other than dumping or subsidizing.

RCCE-300
Countervail and Surtax

Description: Information on the analysis of complaints of alleged injurious importation of subsidized goods, the possible requirement for imposition of a surtax, and the subsequent enforcement of Orders in Council and Anti-Dumping Tribunal findings. Enforcement includes the processing of refunds and appeals. *Topics:* Correspondence, document analysis and reports on countervail complaints; investigations and enforcement and reports on surtax Orders in Council; appeal and refund documents (by subject and specific commodity).

Anti-dumping Investigations Division

This Division is responsible for conducting investigations into allegations of injuriously dumped imports into Canada, for conducting major industry field studies by means of the surveillance program, and for enforcing the findings of the Anti-dumping Tribunal. The program is administered by three Sections which are assigned their authority on a geographic basis Americas, Europe, and the Pacific.

Dumping is the action of selling goods at a price which is below that at which they are normally sold on their home market, and is considered to be injurious to Canadian manufacturers.

Manuals

- Legislative Manual
- Logistics Manual
- Policy and Procedures Manual

RCCE-310
Anti-Dumping Investigations

Description: Information on the analysis of complaints of injurious dumping, the resulting investigations and the subsequent enforcement of the Anti-dumping Tribunal's findings. The enforcement segment includes the processing of refunds and appeals and studies arising as a result of the surveillance program. *Topics:* Original complaint; initial evaluation and investigation; detailed investigation - study of entry documents; enquiries to importers and exporters; determinations and working papers; submissions to the Anti-dumping Tribunal; appeal documents and enforcement procedures and monitoring techniques. *Retrievability:* Files are arranged by name of commodity.

Branch Services Directorate

This Directorate is responsible for providing the Branch with a foreign-based anti-dumping and investigative capability; representing the Department on specified international meetings; providing project management to projects which cross Directorate line functions, or are not identifiable to any program function; co-ordinating the Branch planning functions; and providing general support services to the Branch. It has two major segments: International Programs and Liaison Services, and Program Development and Support Services.

International Programs and Liaison Services Directorate

This Directorate is responsible for developing the Department's position on international trade and tariff matters, and on multilateral and bilateral trade negotiations; administering the Department's Visits and External Contacts Policy; and for servicing the investigative requirements of the Branch and other interests of the Department at Canadian missions abroad. These foreign offices provide direct contact with the peoples, businesses and governments of foreign countries as well as a local investigative arm to handle anti-dumping and valuation investigations on behalf of the headquarters divisions.

Manuals

- External Contacts Policy
- Procedures for Receiving Foreign Visitors
- Introduction to Foreign Offices
- Foreign Service Regulations

RCCE-320
International Representation - Trading Arrangements

Description: Information on dealings, negotiations, policies and positions with various international organizations. *Topics:* European Economic Communities (EEC); European Free Trade Association (EFTA); General Agreement on Tariffs and Trade (GATT); Multilateral Trade Negotiations (MTN); Unitied Nations Conference on Trade and Development (UNCTAD); and others. *Retrievability:* General topics filed by subject; organizations by name; and trade negotiations by country.

RCCE-330
Foreign Offices

Description: Information on conducting anti-dumping and valuation investigations on behalf of headquarters line divisions, the management of external relations, and providing a direct liaison on customs tariff and customs facilitation matters, trade talks and negotiations. *Topics:* Determination of normal values, fair market values, export prices and tariff classifications of imported goods; Annual Country Assessment Review; external relations inspection services of Canadian missions abroad; consolidation of Canada's foreign service; and co-operation and liaison with officials of other countries; the Brussels European Economic Council; the Customs Co-operation Council; and other international bodies. *Retrievability:* Cases are filed by individual post and nature of investigation and are held by the Headquarters line divisions with the foreign offices retaining only the portion essential in the event of any follow-up investigation.

Program Development and Support Services Directorate

This Directorate is responsible for co-ordinating projects which cross Branch responsibilities, preparing briefing papers for senior management on Customs matters, developing new administrative procedures, processing and revising legislation, and managing Branch planning activities as well as the basic administrative functions for the Branch.

RCCE-340
Legislation and Statutory Instruments

Description: Information on the evaluation and revision of existing legislation, the development and drafting of new legislation, and the processing or amending of regulations, ministerial orders and other statutory instruments required by the Branch. *Topics:* Historical data on the present Customs Act; correspondence with departmental sources and other government departments; background information and supporting documentation; analysis of comments on the preparation of the revised Customs Act; requests for background information and rationale for new, amended or revoked Orders in Council; ministerial regulations; and other statutory instruments.

RCCE-350
Support Services

Description: Information on the management of the administrative functions for the Customs Programs Branch. *Topics:* Personnel; finance; accommodations; Branch planning activities; other administrative matters.

CEPACS Project

This unit is responsible for implementing the automated Cargo Control Entry Processing and Collection System (CEPACS) at designated terminal sites; for ensuring that the system can be used in production mode by means of test system updates and problem fixes; and for conducting a quality assurance study to ensure importers and brokers are aware of their document quality prior to CEPACS implementation. The unit also develops, maintains and controls system documentation.

Manuals

- Cargo Control Inventory User Manual Mark II
- Entry Processing User Manual
- Off-line Entry Processing User Manual
- National Contingency Plan

- CEPACS Operations Training Packages, Lesson Plans I - XI
- CEPACS Training Manual for Managers
- Customs Entry Coding Manual
- Transportation Manual
- System Functional Specifications
- Key Instructions: Manuals

Classes of Records

RCCE-360
CEPACS - Implementation

Description: Information on the implementation of the automated cargo control and CEPACS at designated terminal sites according to a scheduled plan. *Topics:* Regions fully implemented - Montreal (6 sites), Toronto (5 sites), Windsor (3 sites), Hamilton (1 site). Regions partially implemented (cargo control components of CEPACS only) - Hamilton (2 sites), Pacific (2 sites), London (1 site). Regions to be fully implemented - Pacific (2 sites), Hamilton (4 sites), Alberta (3 sites), London (2 sites), Saskatchewan (1 site), Atlantic (1 site), Winnipeg (2 sites), Ottawa (1 site), Quebec (1 site).

RCCE-370
CEPACS - System Testing

Description: Information on the testing group within the CEPACS Project which tests system updates, problem fixes, developments and enhancements to the system to ensure the production system is functioning well, and that changes have not affected other areas within the computer program. *Topics:* Various test packages to assess the different valid and invalid situations in the system's functional specifications - the Cargo Test Package, Entry Test Package, and others.

RCCE-380
CEPACS - Quality Assurance

Description: Information on the quality assurance study which is conducted prior to CEPACS implementation in a region to determine the level of document quality. *Topics:* B-3 entries - selected samples of entries of importers and brokers are input to the CEPACS system to determine the percentage of rejected documents. Cargo control documents - samples of rejected documents from transportation companies which are manually reviewed to identify errors and illegibility. Visits are then conducted with the importers, brokers and transportation companies to advise them of their errors that must be corrected prior to implementation.

Data Control Programs Division

This Division is responsible for controlling the entry and the release of commercial goods into Canada, the export of commercial goods from Canada, the conversion of manual systems to automated systems or changes to automated systems; for providing interpretation and clarification of policies, guidelines, instructions and procedures to the business community and appropriate field employers. The Division is divided into two sections: Release and Documentation Systems and Automated Systems Development Control.

Manuals

- Automotive Release and Entry Systems
- Provincial Liquor Control Board
- Automated Systems User Manuals
- Functional Specifications

Classes of Records

RCCE - 390
Data Control Programs

Description: Information on the conversion of manual systems to automated systems and to the systems development. *Topics:* Automated systems release; cargo on line, CEPACS; implementation-Montreal; file maintenance; port file; Import-Export Permits; Release Procedures Study; and automated systems - Australia. *Retrievability:* General topics filed by subject, country, or Region, etc.

RCCE-400
Release and Documentation Systems

Description: Information on Customs entry and release of commercial goods and related documentation; revenue accounting, Conditional Release System Project, export entries and invoicing. *Topics:* Warehousing entries; B-3 and B-8 entry documentation; site entries; amending entries; temporary entries; Canada Customs Invoice - Implementation; summary reporting.

RCCE-410
General

Description: Information on the overall functions of Data Control Programs (e.g. audits, co-operation and liaison, meetings, projects and reports). *Topics:* Commodity coding; contingency plans; Customs Act revision; CEPACS Review Committee; Co-operation with the Canadian Exporters Association; Dominion Chartered Customs House Brokers Association; Entry Documentation System Project.

Field Operations Branch

This Branch is responsible for operating the systems and procedures relating to the assessment and collection of import duties and taxes, and the examination and release of goods, persons and vehicles entering Canada. It is divided into twelve Regions each headed by a Regional Collector, and a Headquarters component entitled Field Support Directorate. Acts: Customs Act, Customs Tariff Act, and Anti-Dumping Act.

Customs Regional Operations

Through varying numbers of ports, outports, reporting stations and enforcement officers, the Regions implement the various programs developed to control the international movement of people, goods and conveyances. They also provide a direct and convenient local contact for the public and business communities in providing the full range of Customs services. The regional offices are located in Halifax, Quebec City, Montreal, Ottawa, Toronto, Hamilton, London, Windsor, Winnipeg, Regina, Calgary and Vancouver.

Classes of Records

The following classes relate to actual documents and appraisal rulings that are unique to the individual Regions. This information cannot be found at Headquarters.

RCCE-420
Regional Tariff Programs and Appraisal

Description: Information on the actual application of the various programs under the Tariff Programs and Special Assessment Directorates, in areas such as: Tariff classification, Made in Canada status, value for duty, anti-dumping provision, ruling enforcement and import surveillance. *Topics:* Correspondence with importers, exporters, brokers, and other clients, who are requesting a ruling or final decision regarding the tariff classification or Made in Canada status of imported goods, and the value for duty of used goods; the enforcement of valuation rulings or anti-dumping provisions by monitoring all import entries for compliance with existing ruling and to verify the amount of duty and taxes which should have been collected. *Retrievability:* All entries are filed numerically. Correspondence filed by tariff item number, subject and commodity, or subject and name of importer or exporter at each regional office.

RCCE-430
Regional Drawbacks, Refunds and Remissions

Description: Information on remitting or adjusting duties and taxes by means of the drawbacks, refunds, and remission process in accordance with the programs developed by the Tariff Relief Division; conducting audits used to verify the use of goods, and the volume of goods re-exported in order to establish eligibility for Inward Processing Remissions. *Topics:* Surveys on specific industries pertaining to current manufacturing and marketing practices; background information required by the Interdepartmental Remission Committee; Standing Remission Orders; polices and directives on drawbacks, refunds, remissions, diversions, temporary entries, Canadian goods abroad, home consumption, etc. *Retrievability:* Claim forms requesting drawbacks, refunds or remissions filed by claim number at each regional office.

RCCE-440
Regional Field Operations

Description: Information on the application of the programs developed by the International Traffic Directorate and the Operational Services Division, which pertain to the control of the international movement of people, goods and conveyances; the collection of revenue; entry examination and control; detection of smuggling; operation of warehouses; control of the operation of all modes of transport; the licensing of Customs House Brokers; and the primary inspection services at all ports and outports. *Topics:* Transportation documents on all modes of bonded carriers - their manifests, special conditions such as diversions, temporary entry, freight forwarding, etc.; cargo, carrier and warehouse control; seizure reports; powers of attorney; uncollectables - records of individuals, firms, etc.; Carrier Penalty Assessments; temporary entries; ship's registries; investigation case files; detention orders; cultural properties - export permits; and commodity code rulings. *Retrievability:* Bonded carriers are filed by mode of transport and alphabetically by company; warehouses are filed alphabetically by name and location; Customs House Brokers are filed alphabetically by name and cross-referenced by an assigned control number. N.B.: The written part of the Customs House Brokers examination is sent to Headquarters for marking and retention. A more complete file on each warehouse is retained in each Region.

Field Support Directorate

This Directorate is responsible for providing co-ordination and liaison between the Customs Programs and Field Operations Branches; for providing advice to the ADM, Field Operations on the use of field resources, and assessing the impact of new programs on these resources; for co-ordinating the specialized Intelligence and Investigation activities to ensure compliance with Customs and Excise and related laws governing the international movement of people, goods and conveyances. The Directorate comprises three Divisions: Intelligence, Investigations, and Field Liaison.

Intelligence Division

This Division is responsible for directing the operation of the integrated intelligence system for Customs through co-operation with customs agencies of foreign countries and other international organizations, and with domestic law enforcement agencies at the federal, provincial and municipal levels. This information is used primarily to notify Customs officers of likely means of conveyance and methods of smuggling goods, and of individuals and companies who are suspected of or who have committed previous infractions.

Manuals

- Intelligence Officers' Manual
- Intelligence Officers' Training Manual
- Automated Intelligence Customs - Customs Intelligence Program Manual

RCCE-450
Customs Intelligence Data

Description: Information on establishing information exchange contacts and analysing and disseminating information on potential risk situations, modus operandi and other information on actual and potential violations. *Topics:* Criminal history (smuggling contraband); commodity information; demographic considerations; profiles of individuals, companies, and organizations considered to be high-risk possibilities; commodities considered likely to be smuggled; persons or companies suspected of being involved in smuggling or fraud; modus operandi, etc. *Storage Medium:* Automated Intelligence Customs Services System. *Retrievability:* Investigation case files filed alphabetically by name or individual, company or organization. Specific commodities filed numerically by commodity code or tariff classification.

Investigations Division

This Division is responsible for directing a program of audits and investigations of importer and transportation company activities for compliance or deterrent purposes in order to ensure conformity with, or to discover violations or fraudulent activities against the laws, acts or regulations administered or enforced by Customs and Excise in respect of goods imported into or exported from Canada. The Division provides the investigative capability to act upon information regarding alleged or known infractions obtained from various operational sources. It works very closely with the Intelligence Division.

Manuals

- Audit Manual
- Investigation Training Manual
- Investigations Operations Manual

RCCE-460
Audits and Investigations

Description: Information on audits and investigations into possible, alleged or known infractions against the Customs Act and other related acts. *Topics:* Schedule of audits; narrative reports on investigation cases; co-operation and liaison with foreign customs agencies; enforcement; informants; infractions and penalties; prosecutions and proceedings; Sales and Excise Tax; seizures; tariff; vehicles, permits; and statistics. *Retrievability:* Investigation case files filed numerically and cross-indexed by name of individual or company.

Field Liaison Division

This Division is responsible for providing a support service to the ADM, Field Operations, and to regional line management in order to promote consistency of operational activities in the field, to provide for field input into policy and procedural development, and to serve as a catalyst for resolution of operational problems. This division consults with all other Branches to resolve operational problems and provides assistance in implementing new programs, reviewing audit observations, and monitoring field activities. It is divided into four sections primarily as a basis for emphasis or direction, not of sole purpose. The sections are: Commercial, Appraisal, International Traffic, and Operational Compliance.

RCCE-470
Field Liaison

Description: Information on appraising and measuring the effectiveness of regional operations; monitoring the operations of international airports and ports, including the Arctic and Northwest Territories; controlling the quality and effectiveness of systems, such as automotive release and entry and postal operations; monitoring field activities and identifying and recommending solutions to problems of enforcement and effectiveness; and investigating and answering complaints from the general public. *Topics:* Field liaison - general; automation; Automotive Release and Entry System; bonds and bonding; co-operation and liaison with other federal departments; enforcement; enforcement techniques - Detector Dog Program; field appraisal; international traffic; passenger traffic; legal procedures; monitoring; operations and procedures; projects; quality assurance; special events - Canada; special assessments; tariff - classification; valuations; training; operational complaints. *Retrievability:* Case files (alphabetical) by name of airport, region and dog, project, etc.

Operational Support Division

This Division is responsible for analyzing and evaluating the effectiveness and efficiency of field resource utilization and the effect of proposed changes in policy or procedures; developing and managing a comprehensive information system on all aspects of Customs Programs execution; administering the Customs' uniform program; and providing planning and administrative services for the Field Operations Branch.

Classes of Records

RCCE-480
Resource Analysis, Planning and Administration

Description: Information on the management of field resources, Branch planning and administrative functions. *Topics:* Personnel, finance, accommodations, Branch planning activities, etc.

Excise Branch

This Branch is responsible for the licensing of firms required to pay sales and Excise taxes and Excise duties; the supervision and control of the manufacture of products subject to Excise duties (beer, liquors, cigarettes, etc.), or where exciseable goods are used in the manufacture of products (cosmetics, etc.); the determination of the classification and value of goods for establishing tax liability; the assessment and collection of sales and Excise taxes and Excise duties; the audit of books and records of firms licensed under the Excise Act and the Excise Tax Act; and providing general direction to nine Regional Excise Offices. Acts: Excise Tax Act and Excise Act.

Excise Regional Operations

The nine Excise Regional Offices provide direct local contact for the public and the business communities with the Department; enforce legislation in the areas of assessment, collection, and refund of all Excise and sales taxes and duties; provide interpretation of rulings; perform licensee identification and investigations; conduct audits; and collect all monies owing. A Regional Office comprises the following sections: Collections, Excise Duty, Tax Interpretations, Audit and Compliance, Licensing and Administration. Regional Offices are located in the following cities: Halifax, Quebec, Montreal, Ottawa, Toronto, London, Winnipeg, Calgary and Vancouver.

Manuals

- Collections Policy and Procedures Manual
- Tax Interpretations Manual
- Excise Duty Policy and Procedures Manual
- Excise Duty Circulars
- Excise Tax Memoranda

Classes of Records

The following classes relate to actual documents, forms, licensee accounts, audit reports, and company records that are unique to the individual Regions. Most of this information cannot be found at Headquarters.

RCCE-490
Collections

Description: Information on the implementation of departmental policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures and periods, statistical information for inclusion in annual reports and refunds of taxes paid. *Topics:* Tax rulings; collections made; applications for licence; internal instructions; account numbers; requisitions for cheques on notice to delinquents on arrears of Excise taxes; debits and credits by taxpayer name; Statistical files - outstanding arrears; fiscal year reports; summary of trial balances; permanent file of uncollectables; federal sales and Excise tax returns (completed). *Retrievability:* Case file by licensee company name; ledger card file on debits and credits by taxpayer name.

RCCE-500
Duty

Description: Information on monitoring and auditing of licensees liable for excise duties under the Excise Act including licensee information, implementation of departmental operating procedures and directives under fields such as: breweries; wineries; bonded warehouses; distilleries; and tobacco. *Topics:* Tax rulings; licensing status; statement of production; Monthly Return of Excise Duty and Monthly Return of Licensed Bonded Manufacturer; Annual Inventory of Chemical Stills; general correspondence. *Retrievability:* Filed by licensee company name.

RCCE-510
Tax Interpretations

Description: Information on tax rulings issued in response to licensee requests. *Topics:* Taxable status of commodities; tax rulings letters; general correspondence. *Retrievability:* Filed by licensee company name.

RCCE-520
Audit and Compliance

Description: Information on the audit of taxpayers' books and records, compiling audit reports, implementing departmental operating procedures and policies, and providing audit information in response to taxpayers' requests and needs. *Topics:* Assessments; purchases; goods jobbed; goods manufactured; sales and marketing practices; audit reports; third party demands; general correspondence. *Retrievability:* Cases filed by licensee company.

RCCE-530
Licensing

Description: Information on the licensing of taxpayers under the Excise Tax Act and Excise Act. *Topics:* Tombstone data; licence application forms; credits owing; arrears; cancelled accounts; transfers; reversals; uncollectables; account numbers assigned; and information about licensee operations. *Retrievability:* Filed by company on computer tape.

Excise Operations Directorate

This Directorate is responsible for the interpretation and application of federal sales tax, Excise taxes and Excise duties; the implementing and monitoring of Excise Programs, Operational policy and procedures; the processing and settlement of statutory appeals against settlement; and the settlement of assessment and tax relief disputes. The Directorate comprises five divisions: Tax Interpretations, Audit and Compliance, Gasoline Tax Operations, Technical Support, and Special Operations.

Tax Interpretations Division

This Division is responsible for providing an information service to firms licensed under the Excise Tax Act and to the general public concerning the classification of goods and the determination of value for tax on such goods; for conducting surveys of specific industries to establish values on which manufacturers may account for tax; for identifying and licensing firms or persons as taxpayers under the Excise Tax Act; for resolving disputed assessments referred by the Regions; for ensuring overall consistency and uniformity in the issuance of policy setting rulings. The Division is responsible for interpretations casework, national uniformity, fair price and values surveys, field development and licensing.

Manuals

- Collections Policy and Procedures Manual
- Tax Interpretations Manual
- Excise Tax Memoranda

Classes of Records

RCCE-540
Interpretation Casework

Description: Information and research on complex tax rulings, cases referred by the Regional Offices and the taxpaying public, and questions resulting from legislative policy changes such as budget resolutions and Ways and Means Motions. *Topics:* General correspondence from taxpayers; Customs Brokers; consultants and representative industries on specific tax rulings by commodity subject i.e., transportation equipment, aircraft, energy conservation equipment, foodstuffs, fuel, electricity, etc. EDP System: Index to tax rulings.

RCCE-550
National Uniformity

Description: Information on the monitoring and quality control of tax interpretation rulings, import entries and other tax information issued by the field. *Topics:* Ruling Card Index - developed from worksheets and copies of rulings from field offices. Import Entry Monitoring Monthly Report - results of tax interpretation monitoring of import entries ruling letters register; rulings issued from field monitored by quality control. *Retrievability:* Cards and copies of rulings filed by commodity code.

RCCE-560
Fair Price and Values Survey

Description: Information on investigations of individual companies for tax values of fair price purposes and survey reports on marketing or pricing of various industries. *Topics:* Values for tax; computation of tax; specific company files; specific commodities such as lumber, truck bodies, wines, etc.; background information on fair prices.

RCCE-570
Field Development

Description: Information on Branch training initiatives and programs relative to tax interpretations for both tax interpretations officers and auditors in the field and in Headquarters. *Topics:* Work Standards; Casework Procedures; Licence Investigation Procedures; Classification Factors.

Manual

- Tax Interpretations Procedures Manual

RCCE-580
Licensing

Description: Information on taxpayers under the Excise Tax Act and the Excise Act - from data received from the Excise Regional Offices. *Topics:* Licensee accounts from the Regions: new accounts, changes, transfers, cancellations, reversals, etc. Electronic Data Processing (EDP) System: All data received are input into the Excise Licensee Information System (ELIS). *Retrievability:* Recoverable from Weekly Production Reports.

Audit and Compliance Division

This Division is responsible for developing and implementing the operational procedures for the collection and audit of revenues assessed under the Excise Tax Act and Excise Act; for monitoring field activities in such areas as audit of taxpayers records, approval of claims for refund or remission of taxes and duties, collection of taxes and duties, and the control of goods subject to Excise duties (spirits, beer, tobacco products). The Division comprises Audit, Collections, Duty and Refunds.

Manuals

- Auditor's Manual
- Excise Duty Policy and Procedures

- Computer-assisted Audit Program
- Audit Procedures
- Collections Policy and Procedures
- Excise Duty Circulars

Classes of Records

RRCE-590
Excise Audit

Description: Information on the auditing of taxpayers' records, including audit reports, audit statistics, audit EDP programs, practices and methods, taxpayer inquiries and departmental operating procedures and policies. *Topics:* Policy directives to the Regions; commodity coding; refunds; Automated Responsive Audit Service Program; investigations; audit reports; licensee accounts and disputed assessments; duty audit programs on distilleries, breweries, wineries, bonded warehouse, etc. EDP Program: Automated Responsive Audit Service Program.

RCCE-600
Excise Collections

Description: Information on developing policies and procedures for collection of duties and taxes, specific taxpayer accounts, accounting procedures, accounting periods, and statistical information for inclusion in annual reports. *Topics:* Policy and procedures - legal; accounts; quality assurance; uncollectables; outstanding arrears; failure to file. EDP Systems: Excise Licensee Information System (ELIS) and Excise Licensee Information Reconciliation Programs on microfiche. *Retrievability:* Ledger cards on debit and credits of taxpayer accounts are filed at the appropriate field office by company.

RCCE-610
Excise Duty

Description: Information on the monitoring of licensees liable for Excise duties under the Excise Act; the application of Excise duty on alcohol, tobacco and tobacco products; warehousing of these products; the control of chemical stills; the application of alcoholometry; bonding of manufacturers; licensee information. *Topics:* Excise duty-general; alcohol and by-products; denatured alcohol; alcohol for fuel; beer and breweries; bonds; bonded carriers; distilleries; drawbacks and refunds of Excise Duty; druggists; exports; licences and permits; manufacturers in-bond; monitoring; samples for analysis; special Excise services charges; statistics; chemical stills; tobacco manufacturing; warehousing; weighing and measuring devices; wine and brandy; and labels for approval. *Retrievability:* Case files for breweries, distilleries, wineries, etc., filed alphabetically by company.

RCCE-620
Excise Refunds

All refund operations are handled by Gas Tax Operations. See Operational Refunds (RCCE-640).

Gasoline Tax Operations Division

This Division is responsible for developing and implementing the operational refund policy including the administration of Excise Tax on gasoline and subsequent refund operation procedures; detection and isolation of fraudulent claims; selection of high pay-off audits and provision of operational support to field units with respect to rejected claims; set off demands, and also fill maintenance requests. The Division comprises: Investigations, Operations - Refunds, Support Operations, EDP Systems - Gas Tax, and Post Screening - Gas Tax.

Manuals

- Gasoline Tax Manual
- Headquarters Procedural Manuals
- Gas Tax Directives

Classes of Records

RCCE-630
Investigations - Gas Tax

Description: Information on the investigation of fraud or potential fraud by refund claimants, the provision of functional guidance to field offices, and the provision of an EDP support system for the field and Headquarters. *Topics:* Investigation and audit; fraud cases; bulk purchases and permits; Gas Tax Regulations; policy letters - claimants' files; refund claims. EDP Systems: History files, audit reports, claims filed, cheque issuance, and the Gasoline Excise Tax System (claimant identification microfiche system).

RCCE-640
Operations - Refunds

Description: Information on the processing of Applications for Refund of Federal Excise Tax on Gasoline: data and statistical collection. All other refund claims for sales and Excise taxes are processed by the Gas Tax (see above), and filed at Regional Offices under Collections. *Topics:* First-time claimants; pre-audit, pre-screening and scanning of refund applications; automated data on claimant history, and cheque issuance. EDP Systems: All information retained on computer tapes. *Retrievability:* The applications are on microfilm while the originals are filed in the Archives by cheque number.

RCCE-650
Support Operations

Description: Information on the tracing of refund claims and cheques as well as EDP maintenance procedures. *Topics:* Tracing of refund claims and cheques; status of claims; and EDP Maintenance - Gasoline Excise Tax Systems. EDP Systems: All information held on computer tapes. *Retrievability:* Correspondence requesting status or resulting in tracing action is held on claimant's file. Filed alphabetically be name.

Manual

- Procedure Manual for Claim Tracing

RCCE-660
EDP Systems - Gas Tax

Description: Claimant history data including name, address, refund claim, investigative reports, and audit reports on the automated Gasoline Excise Tax System. *Topics:* Refunds; audits; claimant history; bulk purchase permit holders; case files and cheque issuance; Gasoline Excise Tax Systems. *Retrievability:* Information stored on computer tapes by name or claim number.

RCCE-670
Post-screening - Gas Tax

Description: Information on the verification of the eligibility for refund of existing claimants. *Topics:* Post-screening procedures; eligibility rulings; and questionnaires. Questionnaires in paper form are filed alphabetically be name. EDP System: All information stored on computer tapes.

Manual

- Post-screening manual on operating procedures

Excise Programs Directorate

This Directorate is responsible for developing and evaluating Branch legislation, regulations, remission orders, tax strategies and policy statements on the application of the Excise Act and Excise Tax Act. It also prepares Branch strategic plans; designs and evaluates programs carried out by the Regions and designs major systems enhancements and developmental projects. The Branch is divided into three Divisions: Excise Policy and Legislation, Excise Project Management, and Excise Program Development.

Legislation and Policy Division

This Division is responsible for preparing regulations under the Excise Tax Act and recommendations on the remission of sales and Excise tax duties. Legislation and Policy also recommends tax strategies to guide interpretive decisions on valuations and classifications under Branch-administered legislation; recommends actions regarding litigation under acts for which it is responsible; and researches and prepares recommendations for submission to the Department of Finance on existing and proposed legislation. The Division is divided into three major parts: Tax Strategy, Excise Legislation, and Excise Regulations and Remissions.

Manuals

- Litigation Procedural Manual
- Regulations and Remissions Manual

Classes of Records

RCCE-680
Legislation

Description: Information on aspects of existing or proposed legislation under study. *Topics:* Research on Air Transportation Tax; removal of tariff item numbers; marginal manufacturing; Natural Gas and Gas Liquids Tax.

RCCE-690
Regulations and Remissions

Description: Information on the development and amendment of Excise Regulations under the Excise Tax Act and Excise Act and recommendations on requests for remission of sales and Excise tax and duty. *Topics:* Construction materials; Aircraft Excise Tax; clothing and footwear exemptions; energy conservation equipment; Air Transportation Tax; Gasoline Excise Tax; petroleum products; Small Manufacturers Production Equipment Exemption; municipalities; 1976 Olympic Games; aircraft imported for demonstration; farm equipment transporters; septic tanks; James Bay Development Corporation; aviation gasoline; aircraft and parts used internationally.

RCCE-700
Tax Strategy - Appeals and Adjudications

Description: Information on the preparation of the departmental position in Tariff Board appeals and court cases. *Topics:* Correspondence which prompted the appeal; Departmental Position Reports; Tariff Board appeals; Federal Court cases; and research studies. *Retrievability:* Filed by subject and appeal number.

Project Management Division

This Division is responsible for developing and evaluating courses of action for the direction of major long-term projects and studies. It is also responsible for co-ordinating the activities of project teams assigned to these projects.

Note: Files from the other sections are used as background information for projects.

Manuals

- Audit Procedures Manual
- Duty Procedures Manual
- Tax Interpretations Procedures Manual

Program Development Division

This Division is responsible for developing and recommending strategic and operational plans to promote and measure compliance with Excise legislation; developing programs to be carried out by the Branch; and developing performance standards and evaluation techniques for measuring productivity of audit, collection, tax interpretations, duty and gasoline refund activities. The Division is divided into two sections: Audit Program Development and Compliance Program Development. It has no files at present.

Manual

- Audit Procedures Manual

Excise Technical Support Division

This Division is responsible for designing and implementing a national technical tax information system for the taxpaying community; offering precise interpretations and developments in rulings or legislation affecting tax or duty assessments; and publishing precedent-setting rulings and court judgements. In addition, it directs maintenance of a computerized tax roll and other branch electronic data processing systems. The Division comprises: Information Preparation; Ruling Card Maintenance; and Electronic Data Processing.

Manuals

- Technical Support Internal Manual
- Auditor's Manual
- Collections Policy and Procedures Manual

Classes of Records

RCCE-710
Information Preparation

Description: Information on the taxable status of goods, persons, institutions and others; and general inquiries from the taxpaying public, chartered accountants, associations and individuals. *Topics:* Taxable status - construction materials, equipment for buildings, construction equipment, health goods, processing materials, public hospitals, certified public institutions, municipalities; farm dealership arrangements. *Retrievability:* Cases filed by product, province, and name.

RCCE-720

Rulings

Description: Information on the eligibility of companies or commodities for exemption from sales or Excise taxes and duties; eligibility for refund in the form of rulings - precedent and policy setting; and Tariff Board decisions under such fields as manufacturers and producers, values for tax, refunds, conditional exemptions, conservation equipment, container and coverings, clothing and footwear, and other general commodity headings. *Topics:* Rulings (card file); automated index to the Excise Tax Information System (ETIS); background research from Regions (work-sheets).

RCCE-730

Electronic Data Processing

Description: Information on licensee accounts, types and data, and audit reports stored in the automated Excise Licensee Information System and the Responsive Audit and Service Program. *Topics:* Major commodity codes; licence name and type; account classification; type of ownership; and audit reports. *Retrievability:* All information retained on microfiche, computer tapes, and disks by subject.

Excise Special Operations Division

This Division is responsible for conducting national studies and surveys used to develop basis, values, factors or formulas for tax liability or refund, and to determine the appropriate level of the marketing process for establishing the value of goods; also for co-ordinating audits and investigations of major industries.

Classes of Records

RCCE-740

Surveys

Description: Information on national studies and surveys of various industries for Excise tax purposes. *Topics:* Annual recommendation reports (by product).

Planning and Administration Directorate

This Directorate is responsible for providing functional guidance for Branch planning, co-ordinating Branch operational performance measurement reporting system, providing secretariat service to the Assistant Deputy Minister and administration within the Branch. It is divided into three divisions: Planning Analysis, Planning Co-ordination, and Excise Secretariat.

Manual

- Performance Measurement Systems.

Classes of Records

RCCE-750

Planning Analysis

Description: Information on performance measurement for each Region; national reporting; and up-to-date reports of daily and monthly revenues collected for the Branch; Chief Activity Report to the Assistant Deputy Minister. *Topics:* Gross and net receivables from collections, reported on Analysis of Accounts Receivable Form and on Revenue Statistics and Supplementary Information Form; Chief Activity Report to the Assistant Deputy Minister; daily revenue collections by revenue code reported by Regions monthly on Domestic Excise Collections Form; Excise Duty Report from each distillery or brewery submitted by each Region monthly on Monthly Return - Excise Duty Form; Excise Branch Report, national roll-up of Performance Measurement System and general correspondence on Performance Measurement System; and Diplomatic Returns, a quarterly report filed on Excise Duty Entry Form.

RCCE-760

Planning Co-ordination

Description: Information on Branch workplan development, work-force planning submissions to personnel and other Branch planning projects. *Topics:* Multi-year operational plan; Branch operational plan; Branch program plan (Strategic Planning Submission); Branch equal opportunity for women plan; annual review; Assistant Deputy Minister's briefing book studies; resource analysis and review.

Revenue Canada - Taxation

Overall Responsibilities

Revenue Canada Taxation assesses and collects individual and corporate income taxes under the Income Tax Acts of Canada and the provinces. It collects provincial income taxes from individuals for all provinces except Quebec and from corporations for all provinces except Quebec, Ontario and Alberta. It also collects contributions under the Canada Pension Plan and premiums under the Unemployment Insurance Act, 1971.

The Department's two main objectives are to collect taxes, Canada Pension Plan contributions and Unemployment Insurance premiums imposed under law by encouraging voluntary compliance and by deterring tax evasion and tax avoidance; and to maintain public confidence in the integrity of the tax system by administering tax and related legislation fairly, uniformly and courteously.

Canada operates a self-assessment income tax system under which its citizens individually calculate the taxes they must pay according to the law. The Department is responsible for verifying the accuracy of taxpayers' returns.

Taxation employees are charged with determining the real meaning of the law and applying its provisions fairly and impartially, so that all taxpayers are treated equally. They must ensure the law is applied uniformly in all regions of the country.

If a taxpayer feels the law is not being correctly applied, he can dispute his tax assessment through the Department's appeal system and, if appropriate, through the courts.

Organization

At Head Office there are three Assistant Deputy Ministers who preside over three Branches: Legislation, Policy and Systems, and Management Services. In addition, there are four Regional Assistant Deputy Ministers responsible for the direction of operations at the District Taxation Offices and Taxation Centres. The other Branches, headed by directors, are Appeals, Management Audit, Information Services and Decentralization Co-ordination. The seven Assistant Deputy Ministers and the directors of these branches report to the Deputy Minister, together with the Legal Adviser employed by the Department of Justice. The Deputy Minister also receives advice and counsel from the Director of Management Controls.

Information Services

Taxation recognizes that taxpayers can comply with the law only when they know what is expected of them. For this reason, the Department provides information and assistance to taxpayers in several ways. The most convenient point of contact is one of the 28 District Taxation Offices. District Office staff provide assistance and answer tax questions over the counter, by telephone and by correspondence.

Public Relations Officers

In each of the District Taxation Offices there is a permanent or part-time Public Relations Officer, depending on the size of the area served. The PRO is involved with most of the programs and services described below, working with the taxpaying public, community leaders and organizations, and local media.

Volunteer Program

The Volunteer Program aids taxpayers who cannot complete their own returns because of age, ill health, language or other difficulty. District Office staff train community group representatives and other interested individuals to complete basic tax returns. These volunteers then assist others, free of charge.

Teaching Taxes

This program helps teachers at the secondary and community college level give basic tax instructions. Students learn to prepare accurate returns and also acquire a general knowledge of Canada's taxation system.

Publications and Forms

The Department produces a variety of publications and forms which are available free from the district taxation offices. They include inside Taxation, the annual review, which gives a broad overview of Revenue Canada's Taxation's philosophy, organization and operations. It also provides statistics and other detailed information. The Income Tax Guide, which accompanies each return, is the most important source of taxpayer information.

In addition, the Department publishes a variety of pamphlets dealing with specific aspects of taxation:

- An Introduction to Canadian Income Tax
- Income Tax and the Non-resident
- Income Tax and the Student
- Income Tax and the Senior Citizen
- Income Tax and the Single Parent
- Child Care Expenses
- Moving Expenses
- Registered Retirement Savings Plans
- Registered Home Ownership Savings Plans
- Income Tax and the Small Business
- Capital Gains and Valuation Day
- Income Tax and Commission Earnings
- Thinking of Retiring?
- Rental Income

There is also a series of topical information leaflets under the title You Were Asking:

- about Revenue Canada Taxation
- about income-averaging annuity contracts
- about interest on Canada Savings Bonds
- about your tax return
- about basic personal exemptions and deductions

- about tax rates in Canada
- about where to find answers to your tax questions
- about the Child Tax Credit
- about Registered Retirement Income Funds
- about starting a business

Information Circulars, Interpretation Bulletins and Income Tax Rulings, issued as the occasion demands, deal with administrative matters and interpretations of the laws the Department administers. They are used primarily by accountants, lawyers and other tax specialists.

The Department publishes an in-depth analysis of tax returns called Taxation Statistics. The latest edition provides statistics for the 1980 taxation year and is available through Supply and Services Canada or from bookstores authorized to sell government publications.

Films

Revenue Canada Taxation has produced several films which are available in both official languages, and may be borrowed from local offices of the National Film Board. They include:

- The Sloane Affair (based on a fictitious case of tax evasion)
- Meet the Martins (a message about completing tax returns correctly)
- Tax is Not a Four Letter Word (an animated film about tax collection)
- Tax: The Outcome of Income (about the historical evolution of Canadian income tax)
- A Choice of Two (about corporate corruption and tax evasion)

Media Information

A wide range of tax information material is prepared for newspapers, radio and television each year. The Department provides tax columns and tax tips to both daily and weekly newspapers. Brief public service announcements giving answers to common taxpayer questions or information on changes in tax law are distributed to radio and television stations during the filing season.

Access Procedures

Formal access requests under The Access to Information Act will be directed to:

Access to Information Co-ordinator
88 Metcalfe Street, Room 200
Revenue Canada (Taxation)
Ottawa, Ontario
K1A 0L8
Telephone:
(613) 995-3883

Management Controls Division

The Division advises and counsels the Deputy Minister in all matters concerning the operation of the Department and its interaction with central agencies and senior government control and accounting bodies; provides a consulting service to improve management practices and methods; designs, develops and implements a computerized departmental Management Information System; and provides technical and operational assistance. In addition, it plans, controls and evaluates national departmental Operational Audit programs to assist all members of management in the effective and economic discharge of their responsibilities; and provides District Office and Taxation Centre directors with independent analysis, appraisals and suggestions for improvement of their operations.

Manual

- Taxation Operations Manual Part 92 - Operational Audit

Classes of Records

RCT-10
Departmental Programs -

Description: Information on the analysis of coverage and results of all departmental programs, by comparing actual production and person-years used in budget; review of future person-year requirements and departmental strategies; authorization for conferences, meetings, seminars and field office visits; planning and co-ordination of departmental translation requirements. *Topics:* Liaison with Head Office division's on program results by comparison of budgeted to actual; statistical data analysis of areas such as dollars recovered by person-year, class and level of employee used in comparison to budget class and level, etc.; departmental future planning analysis; and conference, meeting, seminar and field office visit control and authorizations.

RCT-20
Central Agencies - Reports

Description: Information on central agency reports containing results obtained by monitoring departmental activities, analysis and feedback by the department on report content,; information from other Head Office Divisions on report content affecting their areas of responsibility. *Topics:* Central agency reports outlining activities reviewed, agency findings and recommendations, and the Department's comments; and communications of general nature, with central agencies such as the Auditor General, Paperburden, Comptroller General, Privy Council and Impac Co-ordination.

RCT-30
Internal Consulting Services

Description: Information on studies designed to improve effectiveness, efficiency and economy of departmental operations. *Topics:* Internal consulting reports on telephone usage; statistical sampling in the department; cash and cheque depositing; general averaging.

RCT-40
Operational Audit Programs

Description: Information on Operational Audit policy and objectives, coverage, operating plans, monitoring, and reports of the audit activity. *Topics:* Organization structure of Operational Audit; forecasting, budgeting and monitoring of resource utilization; workload selection for Operational Audit; specific activities audited - overlimit refunds, mail security, incentive pay plan, name and address changes.

RCT-50
Management Information System

Description: Information on the development, implementation and monitoring of the Management Information System. *Topics:* Project development, implementation, progress reports, monitoring, and future plans.

Legislation Branch

The Branch comprises eight Divisions: two form the Corporate Rulings Directorate and two the Non-corporate Rulings and Publications Directorate, while the remaining four are Registration, Current Amendments, Regulations, and Provincial and International Relations.

This Branch is accountable for interpreting the Income Tax Act, the Canada Pension Plan, the Unemployment Insurance Act and the regulations stemming from them; issuing interpretative publications and giving interpretations and binding rulings to satisfy the needs of departmental staff and the taxpaying public; obtaining changes to the law to remove anomalies; ensuring that amendments to the law proposed by other departments can be administered, and that they reflect government policy; registering charities and deferred income plans and ensuring that they comply with the law; and administering agreements with other countries and the provinces.

Corporate Rulings Directorate

This Directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the Income Tax Act; regulations and related legislation to all incorporated taxpayers; review of departmental returns and forms intended for corporations to ensure they conform with the Act; and the review and recommendation to accept or appeal adverse Tax Review Board and court decisions concerning corporate taxpayers which, if accepted, would result in significant change in interpretation of the law.

Specialty Corporations Rulings Division

This Division is concerned with certain corporate taxpayers involved in the mining, oil and forest industries, in finance, insurance, leasing and reorganizations. It provides replies to technical inquiries from these taxpayers, their advisers and the District Offices, and binding advance tax rulings, technical recommendations and interpretations on proposed assessments. The Division is also responsible for recommendations to accept or appeal adverse Tax Review Board and court decisions concerning these taxpayers and it provides technical reviews of publications and forms directed to them.

Corporate Rulings Division

This Division is concerned with certain corporate taxpayers involved in mechandising, manufacturing, construction, service industries, public utilities and exempt corporations. It provides replies to technical enquiries from these taxpayers, their advisers and the district offices, and binding advance tax rulings and technical recommendations on proposed assessments. The Division is also responsible for recommendations to accept or appeal adverse Tax Review Board and court decisions concerning these taxpayers and it provides technical reviews of publications and forms directed to them.

Non-Corporate Rulings and Publications Directorate

This Directorate is responsible for issuing authoritative advance income tax rulings and technical interpretations of the Income Tax Act, Regulations and related legislation to taxpayers other than corporations and to District Offices; technical reviews of departmental returns and forms intended for non-corporate taxpayers, to ensure they conform with the Act; the review and recommendation to accept or appeal adverse Tax Review Board and court decisions concerning non-corporate taxpayers which, if accepted, would result in significant change in interpretation of the law; preparation of all interpretation bulletins and published advance rulings and review of certain technical publications; provision of a general information and advice service to District Offices and Taxation Centres (the —Hotline—); and chairing the Tax Remission Committee, under the provisions of the Finance Administration Act.

Non-Corporate Rulings Division

This Division is responsible for replies to technical enquiries, binding advance rulings and technical recommendations on proposed assessments concerning non-corporate taxpayers; the —Hotline— service to answer enquiries received from District Offices and Taxation Centres concerning all types of taxpayers; recommendations to accept or appeal adverse Tax Review Board and court decisions concerning non-corporate taxpayers; and technical reviews of returns and forms directed to them.

Publications Division

This Division prepares and revises Interpretation Bulletins, edits Published Advance Income Tax Rulings, Green Sheets, most Legislation Branch Letters and certain information circulars, all of which provide technical interpretations of income tax legislation to the public and departmental staff.

Classes of Records

RCT-60
Legislation Branch Letters - Research Material

Description: Information on interpretations of significant or problematic income tax matters; and copies of technically significant interpretations, rulings, legal opinions and position papers in connection with each Branch Letter issued to departmental staff. *Topics:* Technical interpretations, background information and intended effect on certain aspects of the Income Tax Act, Canada Pension Plan, Unemployment Insurance Act, reciprocal tax treaties, the income tax acts of agreeing provinces and related regulations.

RCT-70
Taxation Rulings

Description: Correspondence with taxpayers on matters related to interpretations of the Income Tax Act and Regulations, including copies of advance Income Tax rulings, requests for technical interpretations, etc. Special Access Notes: The files are broken down by topic, as listed in the Index to the Income Tax Act, Regulations and related legislation, e.g., —Income from office or employment.— There are presently 2,295 files. Correspondence is also filed chronologically by taxpayer's name or his or her representative.

RCT-80
Taxation Research

Description: Information on technically significant tax interpretations, income tax rulings, legal opinions, etc., in respect of specific sections of the Act, Regulations and other related legislation; files are included in the Taxation Rulings - Subject Matter Files. In many cases taxpayers involved are identified. *Topics:* Technical interpretations of the Income Tax Act, Regulations and related legislation by section, sub-section, etc.

Registration Division

This Division controls registration (for taxation purposes) of employees' pension plans, deferred profit-sharing plans, supplementary unemployment benefit plans, retirement savings plans, retirement income funds, home ownership savings plans, qualified investments and charitable organizations. It also controls the issue of certificates and letters of exemption to non-resident trusts or organizations and the filing of returns by agents of political parties and candidates.

Manuals

- Training Manual and Staff Memoranda
- Reference Files
- Classification Code Book - description of registered charities;
- Procedural Manuals - (PLEGE) computerized information pertaining to benefit plans and (CHORE) charitable organizations registration.

Classes of Records

RCT-90
Pension and Profit-sharing Plans

Description: Information on registration and approval of amendments to employees' pension plans (EPPs), deferred profit sharing plans (DPSPs), supplementary unemployment benefit plans (SUBPs), registered retirement savings plans (RRSPs), registered home ownership savings plans (RHOSPs), registered retirement income funds (RRIFs), qualified investments, approval of special payments to employee pension plans, and the development of forms and Information Circulars. *Topics:* EPPs, DPSPs, SUBPs, RRSPs, RHOSPs, RRIFs and qualified investments (contain letters to and from taxpayers); administrative and organizational practices for processing applications for registration and amendments to plans; instructions for completing style letters; instruction for completing computer transcripts for the PLEGE Program; development and amendment of forms and Information Circulars.

RCT-100
Charitable and Non-profit Organizations

Description: Information on the registration of charities and Canadian amateur athletic associations; review of information returns, special Ministerial approvals and designations; applications under the Canada-U.S. Reciprocal Tax Convention; submissions from educational institutions and universities both inside and outside Canada; and the development of forms and Information Circulars. *Topics:* Charities and amateur sports (contain correspondence with taxpayers, transcripts of court cases, etc.); directives on processing Applications for Registration; instructions for completing style letters; instructions for completing computer transcripts; development and amendment of forms and Information Circulars; returns of information on charitable organizations.

Current Amendments Division

This Division recommends amendments to the Income Tax Act to facilitate its administration by the Department, and reviews and advises on the administrative feasibility of all suggested amendments, including those proposed by the Department of Finance Canada.

Classes of Records

RCT-110
Proposed and Enacted Amendments

Description: Information on memoranda, discussion papers and other background material in connection with proposed amendments; confidential until each amendment is passed by Parliament. *Topics:* Correspondence and liaison memoranda with other divisions, the Department of Finance Canada and other government departments; subject matter files, by section of the Income Tax Act, containing all material related to a given amendment.

Regulations Division

This Division drafts new regulations as required by amendments to the Income Tax Act and specified parts of the Canada Pension Plan and the Unemployment Insurance Act, 1971; recommends improvements to existing regulations; and considers suggested changes to the regulations to ensure that they will be administratively feasible.

Classes of Records

RCT-120
Regulations

Description: Information on memoranda, discussion papers, correspondence and other background material relating to new (or amendments to existing) regulations; copies of Orders in Council and schedules thereto, submission letters and communications between the Minister and the Deputy Minister. *Topics:* Liaison with other divisions, departments or agencies; subject matter files, by part (of regulations) number, containing all materials related to amendment; chronological file containing master copies of all amendments and communications from Deputy Minister to Minister.

Provincial and International Relations Division

This Division provides internal and external advice on problems in provincial and international tax law, and obtains solutions to these problems; represents the Department at negotiations on tax treaties and international Social Security agreements, and at meetings on federal-provincial taxation problems; controls the exchange of confidential information between the department and provincial governments, territories or tax treaty partners; negotiates and reviews proposed solutions of competent authority cases involving double taxation as provided for in tax treaties; and researches proposed amendments to the law, treaties and provincial or territorial tax agreements involving international, non-resident and provincial legislation, to ensure that amendments proposed by other divisions and departments can be administered.

Manual

- Taxation Operations Manual, Part 90 - information on income tax conventions with foreign governments; touches on provincial matters

Classes of Records

RCT-130
Exchange of Information under Tax Treaties

Description: Files on requests between competent authorities for information on taxpayers who are required to assess taxes under the respective taxing statutes. *Topics:* Requests to and from foreign governments for specific taxpayer information; general information and correspondence on procedures followed; and interpretation of provisions in treaties.

RCT-140
Competent Authority Double Taxation Cases

Description: Information on the resolution of double taxation cases, where both parties to a treaty may be proposing to tax the same income or have already taxed it. An effort is made to resolve the problem between the two governments pursuant to the provisions in the treaty. *Topics:* A separate case file for each competent authority request.

RCT-150
Tax Treaty Files

Description: Information on the negotiation of all tax treaties, including all of the notes and minutes at negotiation meetings. *Topics:* Separate series of files for each set of negotiations with treaty countries and general files on the interpretation of treaties.

RCT-160
Other International Matters

Description: Information on relations with External Affairs Canada, other governments, domestic and foreign taxpayers, and international organizations, on matters not covered under other classes of records. *Topics:* Sovereign immunity and related problems; international joint audit programs; Commonwealth Association of Tax Administrators (CATA); Organization for Economic and Co-operative Development (OECD); and Centro Interamericano de Administradores Tributarios (CIAT).

RCT-170
Provincial Information

Description: Files on dealings with the Department of Finance Canada, provincial governments and other divisions within the department, on the administration and interpretation of the law, collection agreements and changes to provincial law. *Topics:* Exchanges of information with provinces on individual taxpayers; interpretation of federal and provincial income tax acts; provincial budget changes, proposed and enacted; interpretation and administration of collection agreements.

RCT-180
Changes to International Provisions of the Income Tax Act

Description: Information on recommendations for changes to various provisions of the Income Tax Act, e.g., provisions covering income of non-resident persons and shareholders of certain corporations not resident in Canada.

RCT-190
Social Security Agreements

Description: Information on the negotiation of social security agreements with Quebec and with foreign governments in conjunction with Health and Welfare Canada and implementation of these agreements.

Policy and Systems Branch

This Branch comprises the following three directorates: Verification and Collections, Compliance, and Systems. It works closely with District Offices and Taxation Centres on program matters and provides operational advice to the Regional Assistant Deputy Ministers.

The Branch is accountable for the formulation of national policy and programs governing collection of tax, Unemployment Insurance premiums and Canada Pension Plan contributions and the filing and assessing of returns; for compliance and enforcement programs; and design and operation of computer and manual processing systems. It is also responsible for communicating with, and accounting to the public and other government departments (as required by the federal and provincial income tax acts) on tax matters having to do with foreign tax agreements, the Canada Pension Plan, the Unemployment Insurance Act and other related statutes.

Verification and Collection Directorate

The Directorate is responsible for policies, national programs and techniques governing deductions at source for income tax, Canada Pension Plan contributions and Unemployment Insurance premiums, and monthly and quarterly remittances made by corporations, trust companies and individuals. It is also responsible for policies on the assessment of income tax returns, the collection of taxes and the filing of returns. It is made up of the Assessing, Accounting and Collections, and Taxroll divisions.

Manuals

- Taxation Operations Manual contains - policy, guidelines procedures and logic, applicable to the following Divisions:
- Assessing - Parts 32, 39 to 44
- Taxroll - Parts 26, 27, 28, 29, 30, 31, 33, 34, and Corporation Manual 20
- Accounting and Collection - Parts 22, 23, 24, 25, 35, 36, 37, 54, 56, 57, 58, 64, 65, 66; Corporation Manuals 10, 40, 92 and 96; Data Centre Manuals 35, 56, 57 and 58
- All Divisions - Part 94, Rapid Communication System
- Taxation - Rapid Information for Districts

Assessing Division

The Division plans and directs national programs to assess T1 (individual), T2 (corporate), T3 (trust), and the petroleum and gas producers' income tax returns and to reassess returns as a result of post-assessing verifications and taxpayer-requested adjustments. It also providés a related information and enquiry service to the public.

Manuals

- Taxation Operations Manual, - Parts 32 and 39 to 44 - contain technical applications, policies and procedures for the assessment and re-assessment of returns, and related enquiry programs
- Public Information Reference Guide
- Petroleum and Gas Revenue Tax Manual

Classes of Records

RCT-200
Assessing Programs

Description: Information on program forecasts and budgets of assessing operations at Head Office, District Offices and Taxation Centres; development and implementation of work and quality standards, and production and resource-use systems; and review of field operations, organizational structures and job descriptions. *Topics:* Liaison with other departments and head office divisions; manpower resources allocation and utilization directives to field offices; budgets and programs — forecasts, allocations, results, evaluation and systems; organizational structures of district offices and taxation centres and related job descriptions.

RCT-210
T1 Individual Income Tax Returns

Description: Information on the planning, control and monitoring of T1 (individual income tax returns) assessment programs; systems, procedures and related policies designed to determine the accuracy of individual returns and to issue notices of assessment; and development of the content of the T1 Individual Tax Form and related schedules. *Topics:* Operational and administrative communications to and from field offices, head office divisions and other departments; approval of form submitted by tax preparers and issuers of receipts; consultations and negotiations with provinces on administration of proposed legislation and on assessment of provincial taxes, rebates, royalties and credits for individuals; T1 initial assessment system — computerized and manual; directives to field offices on the interpretation of policies and procedures; reports evaluating field office assessments of T1 returns.

RCT-220
T1 Individual Income Tax Returns - Reassessment

Description: Information on the planning, control and monitoring of T1 individual income tax returns reassessment programs; systems, procedures and related policies for determining necessary adjustments to previously assessed individual tax returns and for issuing notices of reassessments. Adjustment may result from additional information submitted by taxpayers or from further verification of returns initiated by the Department. *Topics:* Operational and administrative communications with field offices and other head office divisions; T1 reassessment systems - computerized and manual; T1 compliance verification systems — computerized and manual; directives to field offices on interpretation of policies and procedures; reports evaluating field office reassessments of T1 returns; consultations and negotiations with provinces on verification of provincial taxes assessed, rebates, royalties and credits for individuals.

RCT-230
T2 (Corporate), T3 (Trust) and Petroleum and Gas Revenue Tax (PGRT) Assessment and Reassessment

Description: Information on the planning, control and monitoring of T2 (corporate tax returns) and T3 (trust tax returns) and P.G.R.T. (petroleum and gas revenue tax returns) policies designed to check the accuracy of corporation, trust income and petroleum and gas tax returns, determine adjustments required and issue notices of assessment or reassessment. *Topics:* T2 assessment and reassessment systems — computerized and manual; T3 and PGRT assessment and reassessment - manual system; T2, T3 and PGRT compliance (verification system) - computerized and manual; directives to field offices on the interpretation of policies and procedures; operational and administrative communications with field offices, head office divisions and other government departments; reports evaluating field office assessments and reassessments of T2 (corporate) and T3 (trust) returns; consultations and negotiations with provinces on the administration of proposed legislation and on the assessment and post-assessment verification of provincial taxes, rebates, royalties, and credits for corporations, trusts, and petroleum and gas producers.

RCT-240
Public Information and Enquiries

Description: Information on the planning, control and monitoring of information programs; servicing of enquiries on T1 (individual), T2 (corporation) and T3 (trust) income tax returns; and the publication of guides, circulars, booklets, etc., for use by the general public. *Topics:* Interpretations reporting requirements of the Income Tax Act, concerning for individuals, corporations and trusts; consultations with provinces on the content of information material concerning provincial taxes, rebates, royalties and credits, both for the public and for departmental use; reports evaluating field operations in the servicing of enquiries; publications; and operational and administrative communications between field operations and other head office divisions.

Accounting and Collections Division

This Division develops and directs departmental programs to collect federal and provincial income tax, non-resident tax, Canada Pension Plan contributions, Unemployment Insurance premiums, and Petroleum and Gas Revenue and Royalty Tax; and develops administrative and enforcement policy and procedures for all deductions at source required under the Income Tax Act, the Canada Pension Plan and the Unemployment Insurance Act. This Division is also responsible for the control and processing of all payments to the Department, and departmental accounting procedures, as well as the calculation and assessment of interest charges and credits for all taxpayers.

Manuals

- Taxation Operations Manual, Parts 22, 23, 24, 25, 35, 36, 37, 54, 55, 56, 57, 58, 64, 65, 66
- Corporation Manuals, Parts 10, 40, 92 and 96
- Data Centre Manuals, Parts 24, 35, 56, 57 and 58 - contain policy, guidelines, techniques and procedures and logic
- Information Processing System (IPS) Manuals: Sorting and Numbering, Error Correction and Collecting and Shipping. (These manuals contain policy, guidelines, techniques, procedures and logic)

Classes of Records

RCT-250
Coverage Policy and Legislation

Description: Information on departmental policy and procedures in all areas pertaining to coverage under the Canada Pension Plan and Unemployment Insurance Act; research on CPP and UI legislation; and provisions of the Income Tax Act concerning source deductions, instalment payments and related regulations. *Topics:* Tax, pension and insurance payments; status of individuals and employers; records of earnings and employment (including reports on monitoring visits and statistics).

RCT-260
Source Deductions and Collections

Description: Information on the planning and development of work programs, budgets, forecasts, production reports, policies and procedures dealing with late or delinquent taxpayer accounts; the development of departmental internal and public forms and transcripts; monitoring procedures, techniques and statistical data; review of computer-based operational processing systems, including the Information Processing System (IPS); the development of administrative and enforcement policy and procedures for all deductions at source (manual or computerized). *Topics:* Collection cases (individual and corporate); data on prosecutions (failure to remit deductions at source); statistics (data on computer-based systems, e.g., Paydac, Cindac, Corpac); Auditor General queries; case law; demands for payments; taxability, pensionability and insurability; information processing system and verification of information returns; Source Deductions and Collection Programs; collections (general); federal acts affecting collection techniques (e.g., Bankruptcy Act, Bulk Sales Act, Bank Act, Employment Standards Act); collection and control of petroleum and gas revenue and royalty subject to tax; summary of remuneration paid (T4-T4A Return); return of amounts paid or credited to non-residents of Canada (NR4-NR4A Return); Information Return - Fisherman (T4F Return); return of allocations and payments under employee profit-sharing plan - (T4RSP).

RCT-270
Revenue Accounting and Control

Description: Information on the development and implementation of accounting and revenue-control systems for corporate, individual, trust, resident and non-resident accounts; information contained in the general and subsidiary ledgers; systems and procedures for calculating and reporting interest; accounts receivable, including cash payments of tax, refunds and assessments; evaluation of programs; monitoring of operational units. *Topics:* Taxes, interest and penalties, refunds; interest and penalties (correspondence with individual taxpayers); payment of tax (correspondence with individual taxpayers); monitoring visit reports; computer operations, general (reports and source documents on processing of financial transactions); and matters pertaining to various aspects of operations.

RCT-280
Payroll Audit and Enforcement

Description: Information on payroll audit policy and procedures; operational and administrative guidance to field offices; monitoring statistics of non-resident tax audits, payroll audit enforcement and collection programs. *Topics:* Payroll audits (includes benefit, employment and income audits, regular payroll audits, non-resident tax audits and employment tax credit); withholding, remitting and reporting; monitoring of Source Deductions and Collections; uncollectible debt reviews; operations and administrative communications to field operations.

RCT-290
Technical Research and Enquiries

Description: Information on the technical application of interpretations regarding collection of income tax, Canada Pension Plan contributions, Unemployment Insurance premiums and non-resident tax remittances; and recommendations for legislative changes. *Topics:* Taxability, pensionability and insurability (allowances and benefits); projects and enquiries (specific projects undertaken and enquiries from the public); technical application of the Income Tax Act as it pertains to non-residents and of regulation 105 as it applies to non-residents rendering services in Canada under Part I of the Act.

Taxroll Division

This Division develops, implements and monitors national policies, procedures and systems for the enforcement of statutes governing filing requirements for income tax and third party information (T4, T5, T600, NR4), together with the related late and non-filer programs; and provides internal file access to all other operational areas of the department, to ensure that compliance with the law is attained.

Manuals

- Taxation Operations Manual, Parts 26-31, 33 and 34
- Corporation Manual CM20 (Systems procedures)
  - — Contain policy, guidelines, techniques and procedures for filing requirements, storage, retrieval and internal file service as well as enforcement programs dealing with all income tax returns and third party information returns

Classes of Records

RCT-300
File Maintenance, Service Programs and Procedures

Description: Information on the development and publication of guidelines for enforcing statutes governing filing requirements for income tax and third party information returns; processing of returns; related computer systems; storage and retrieval of returns; internal file service to District Offices and Taxation Centres; security of returns; and Canadian Human Rights Act (Part IV) procedures. *Topics:* Individual Taxpayer Master file system (TAPMA), Corporation Master file system (CORPAC), non-resident tax accounting, Canada Pension Plan, record of earnings; filing requirements - special corporate and individual returns, trust information and income tax returns, Canadian Home Insulation Program (CHIP), cash bonus payments, Canada Savings Bonds, deferred income plan returns, conservation assistance program, and petroleum and gas producers tax returns; use of social insurance number; regionalization to Taxation Centres; taxpayer tracing; refund enquiries and tracing; public and internal forms review; and paperwork management (Paperburden).

RCT-310
Non-Filers or Late Tax Filers

Description: Information on computerized programs for action against delinquent taxpayers; the objectives, work, duties and responsibilities of the Identification and Compliance Unit; intradepartmental referral, selection and investigation of late and non-filers; special projects; matching third party information to income tax returns for the purpose of verifying income. *Topics:* Delinquent action — individuals and corporations; application of penalties for gross negligence (Sub-section 163(1) of the Income Tax Act); assessments raised by Revenue Canada Taxation — arbitrary, bankruptfilers, computerized delinquent action system (DELPAC) and manually maintained systems (TX50); prosecutions for failure to file income tax returns; special delinquency action projects; identification of non-filers and methods of obtaining compliance; and miscellaneous third party information sources.

RCT-320
Taxroll Programs

Description: Information on taxroll objectives, work programs, budgets and administrative policy, production reports, monitoring statistics, analysis of taxroll activity, long-term strategic planning and evaluation of taxation centre and district office Taxroll operations. *Topics:* Estimates and Budgets (Program Forecast), manpower utilization, signing authorities, workload planning and resource allocation, Taxroll head office strategic planning, functional audits, District Offices and Taxation Centres.

Compliance Directorate

This Directorate develops, implements and monitors national policies, procedures, systems and programs for the selection, audit, investigation and review of tax returns in the corporate, trust and self-employed sectors of the economy to ensure the highest degree of taxpayer compliance and enforcement of tax laws. The Directorate comprises the Audit Programs, Specialized Audit, Special Investigations, Audit Review and Economic Intelligence Divisions.

Manual

- Taxation Operations Manual, Parts 10-16 - contains policy and procedures for audit and enforcement functions

Audit Programs Division

This Division plans, controls and evaluates national audit programs; develops computerized systems for determining audit workload and selecting files for audit; evaluates District Office operations; and provides technical and operational assistance to field staff involved with the audit of corporations, trusts and self-employed individuals.

Manual

- Taxation Operations Manual, Parts 10, 12 and 16 - contains file selection, technical application and program evaluation criteria, guidelines and procedures for the audit function

Classes of Records

RCT-330
Audit Programs

Description: Information on audit objectives, coverage, work programs, budgets and administrative policy, production reports, monitoring statistics, analysis of audit activity and evaluation of District Office audit operations. *Topics:* Liaison with other Head Office divisions and District Offices; agreements and arrangements with the provinces and other countries; audit-general (policy and programs); audit-evaluation, results and statistics; compliance measurement system; computer output and audit results reporting (T2S system); and production control.

RCT-340
Audit File Selection

Description: Information on the planning and control of national audit file selection programs; computer-based audit selection systems (Comscreen); computerized audit reporting systems; program tests in District Offices and assistance provided to audit on computer applications. *Topics:* File selection-general data and non-computerized selection of audit files system; Comscreen (computerized selection or screening of audit files) system; Comscreen in District Offices; Comscreen methods and systems development and ongoing audit projects; Comscreen scoring and screening analysis; and Comscreen transcription.

RCT-350
Technical Applications and Operations

Description: Information on audit policy and procedures; the technical application of interpretations of the Income Tax Act and Regulations; and departmental policy affecting the audit of income tax returns of corporations, trusts and self-employed individuals. *Topics:* Specific applications governing the reporting of revenue, costs, expenses and allowances by corporate and unincorporated businesses; and operational and administrative communications to field operations.

RCT-360
Business Equity Valuations and Real Estate Appraisals

Description: Information on valuation and appraisal policy, procedures, budgets, work programs and technical operational and administrative guidance to field offices. *Topics:* Miscellaneous programs and special projects; administrative and operational practices pertaining to file selections, review, appeals tax calculations etc.; real estate operational and financial data for consideration in certain applications, including various landbanks; the technical application of interpretations relating to valuation, appraisal, estate tax and succession duties for individual cases; and provincial assessment information.

Specialized Audit Division

This Division develops and implements national policy, procedures and programs on the publication of audit techniques, computer-assisted audits and audits of a highly specialized and technical nature; as well, it co-ordinates and monitors national compliance projects in order to detect and challenge tax avoidance schemes.

Manuals

- Taxation Operations Manual, Parts 14 and 15 - contains policy, guidelines, techniques and procedures for conducting audits and projects
- Special Handbooks on Audit Techniques, Income Tax and the Group Head Function

Classes of Records

RCT-370
Audit Research

Description: Information on the development and publication of guidelines on techniques used to audit individuals, trusts, plans, business operations and specialized industries; computer-assisted audit programs; national compliance project activity and case files; and simultaneous, industry-wide and large file audit programs. *Topics:* Statistics on and audit techniques for compliance projects; tax statistics and corporate histories of public corporations; audit techniques for small, medium and large businesses; studies of specific industries; industry-wide tax audits; international joint audit programs; inter-company pricing referrals; industry specialist program; statistical sampling techniques for use in tax audits; computer-assisted audit techniques for and statistics on audits of large corporations (sales in excess of $25 million).

RCT-380
Tax Avoidance

Description: Information on the objectives, work, duties and responsibilities of the tax avoidance section; tax avoidance schemes and arrangements; the referral, selection, investigation and appeal of cases; case material; and jurisprudence arising from case trials. *Topics:* Tax avoidance schemes; rejected referrals; 85B reserves; offshore companies; inter vivos trusts; motion picture films; videotapes; leverage leasing; oil industry financing; income splitting; loss companies; cattle feeding operations; dividend stripping; transfer pricing; developers agencies; and control from Canadian resident to non-resident; Registered Retirement Savings Plans (RRSPs); interest income and dividends; offshore insurance tax havens; professional sports; commissions to non-resident agents; management and personal corporations; Multi-Unit Residential Buildings (MURBs); service companies; and foreign affiliates.

Special Investigations Division

This Division develops and implements national policy and objectives; and plans, controls and evaluates field programs and projects for the detection, investigation and criminal prosecution of violations of the Income Tax Act, Canada Pension Act, Unemployment Insurance Act and various provincial statutes.

Manual

- Taxation Operations Manual, Part 11 - contains policy, guidelines and procedures for the enforcement of tax laws

Classes of Records

RCT-390
Policy Formulation and Program Review

Description: Information on Special Investigations policy, objectives, coverage and work programs; production reports; statistical analysis of Special Investigations activity and evaluation of district office operations. *Topics:* Liaison with other departments, Head Office divisions and District Office information and measurement systems; policy formulation and revision; Special Investigations evaluation; results and statistics; and production control.

RCT-400
Staff Development and Communications

Description: Information on the technical training for criminal investigations; communications on policy and procedural instructions. *Topics:* Liaison with government departments, Head Office divisions and District Offices; technical training in criminal investigation; directives, releases and bulletins.

RCT-410
Investigations

Description: Information on technical assistance to district offices on Special Investigations; case development and file review; search warrant requests; compliance projects; and organized crime operations. *Topics:* Liaison with provincial and foreign governments, federal departments, Head Office divisions and District Offices; case files and reports; co-ordination of Special Investigation projects; search authority and retention orders; voluntary disclosures and informants' tax leads, financial information (in District Offices) on criminal and illegal activities.

RCT-420
Judicial Processes

Description: Information on legal guidance in preparation of cases for court, case library, legal interpretations, and jurisprudence arising from trials. *Topics:* Liaison with District Offices and the Department of Justice Canada, court rulings and judgments, legal interpretations, review of cases, court hearings and Commissions.

Audit Review Division

This Division deals with the review of completed audits in the District Offices; and develops, implements and monitors evaluation programs designed to ensure uniform application of the Income Tax Act, Regulations and departmental policies.

Manual

- Taxation Operations Manual, Part 13 - contains review, evaluation and file processing criterial, guidelines and procedures

Classes of Records

RCT-430
Special Studies

Description: Information on special studies (projects) undertaken to monitor income tax returns assessed in the District Offices, and thus ensure uniform application of the law and departmental policies and procedures. *Topics:* Application of selected sections of the Income Tax Act (such as shareholder transactions, penalty applications, partnerships and capital gains and losses); evaluation of audit projects undertaken by the Audit Division concerning application of the law; quality of audit studies on more complex corporations; evaluation of audits performed on charitable organizations; analysis of audit techniques used by District Office auditors; evaluation of audit review procedures for tax returns assessed in District Offices; and analysis of delays in processing adjustments.

RCT-440
Head Office Selection and Review of Auditors' Reports

Description: Information on reviews of auditors' reports, designed to monitor reassessments and identify those which are not consistent with the law and departmental policy. *Topics:* Analysis of T20 auditor's reports and communications reporting results of the analysis of auditors' reports.

RCT-450
Audit Review Work Programs

Description: Information on the monitoring of the activities of District Office Audit Review Sections; *Topics:* Copies of monthly production reports (originals are maintained in the District Offices); communications with District Offices on problems or comments in monthly production reports; annual budget programs; reports dealing with District Office visits to monitor the activities of the Audit Review section; and inventory charts of unprocessed files.

RCT-460
Inquiries

Description: Information on inquiries, by Section of the Income Tax Act, received from District Offices and taxpayers.

Economic Intelligence Division

This Division gathers, analyses, evaluates and stores current economic information pertinent to the development of effective audit programs for the enforcement of the Income Tax Act and disseminates this information to audit and enforcement staff.

Manual

- Taxation Operations Manual

Classes of Records

RCT-470
Intelligence Network Information Bank

Description: Information on sources and communication channels pertinent to the enforcement of the Income Tax Act; and business and tax trends. *Topics:* Contacts and sources; current and proposed changes to tax laws in Canada and other countries; economic information - publications, statistical analyses, reports from contacts and intelligence officers; requests for information from Head Office, District Offices and outside agencies.

Systems Directorate

The Systems Directorate is responsible for the data processing equipment and systems, procedures, operation and statistical analysis activities of the Department, including some services provided to other federal departments and levels of government. It develops and maintains these systems in support of departmental programs and operates the main computer installation and associated communication networks. This organization comprises the Tax Systems, Computer Services, Information Systems and Statistical Services Divisions and the EDP Financial and Administrative Services unit which looks after all EDP requirements.

Manual

- Taxation Electronic Data Processing (EDP) Systems Guide Program Run Manuals and operations procedures manuals applicable to each Division within the Directorate

Classes of Records

RCT-480
Electronic Data Processing Requirements

Description: Information on the co-ordination of the planning efforts of the Systems Directorate; the procurement of departmental EDP equipment; and the provision of EDP-related training to programmers, analysts, and computer operators. *Topics:* Data Capture and Enquiry devices management systems; directorate planning; systems requirements; form administration; training policy and arrangements in general; departmental training; external training; in-house training; supplier contracts; and supplier correspondence.

Tax Systems Division

This Division is responsible for the implementation and maintenance of EDP systems and procedures which process data extracted from tax returns; the provision of documentation and operating instructions for them; the development of standards and guidelines for program development; and the maintenance of functions, including analysis, design, testing, quality assurance and proper response to problems. The Division is also responsible for the provision of similar systems services to certain other federal departments and levels of government.

Manuals

- Program Run Manuals for each of the systems under the responsibility of this Division - contain narrative and graphic description of the system as well as operating instructions
- Electronic Data Processing Guide - EDP standards and procedures, including technical information, conventions, configurations, etc.
- Vendor Manuals, Books - technical publications from hardware and software vendors, such as IBM, Univac and Cullinane

Classes of Records

RCT-490
T1 (Individual Income Tax Return) Processing

Description: Information on the development, implementation and maintenance of EDP systems and procedures designed to determine the accuracy of T1 returns and related schedules initially submitted by taxpayers and of adjustments resulting from additional information supplied by the taxpayer or from verifications initiated by the Department; and on the issuing of notices of assessment or reassessment. *Topics:* Operational and administrative communications with various Head Office divisions which have functional authority for the systems developed for them; computerized and manual T1 initial assessment, reassessment and compliance verification systems; Direct Data Entry (DDE); Taxpayer Master File and Identification System (TAPMA); Collection and Individual Accounting System (CINDAC); Financial Input Processing (FIP); matching discrepancy file slips.

RCT-500
Accounting and T2 (Corporate Tax Return) Processing

Description: Information on the development, implementation, and maintenance of all departmental EDP accounting systems and procedures as well as T2 corporation tax return and gasoline excise tax return processing. *Topics:* Operational and administrative communications with the various Head Office divisions which have functional authority over the systems developed for them; computerized and manual (PAYDAC) deductions at source from individuals for income tax, Canada Pension Plan and Unemployment Insurance; computerized and manual quarterly tax remittances from both individuals and corporations and collection action on tax owing; and initial assessment and reassessment of corporation tax returns (T2 Corporation Master File).

Computer Services Division

This Division operates and develops the Department's central computer installation and associated national communications networks. It also provides functional direction on matters related to data processing operations to the District Offices and Taxation Centres.

Manuals

- Computer Operations Manual - prepared locally: administrative procedures for the various forms used in the operation of the computers and distribution of output, and computer operator instructions for operating the computers of network communications, and security procedures
- Taxation Centre Computer Operations Manuals - operating and administrative procedures for operating the computer equipment at the Taxation Centres
- Computer Manuals - supplied by the manufacturer: technical information relating to equipment, programming, software, etc.

Classes of Records

RCT-510
Computer Operations

Description: Information on computer hardware (the various computer components), software (the programs which allow the computer to operate), operation of computer equipment and the administrative procedures used within the Division. *Topics:* Procedure manuals for data control, tape library, computer room security, scheduling, computer operations (administrative), Univac operations, computer output microfilm operations, Taxation Centre computer operations, production control and IBM/Amdhal - operations and technical reference manuals (manufacturer).

Information Systems Division

This Division is responsible for the implementation and maintenance of EDP systems and procedures for the processing of administrative information for the Department; design and administration of departmental databases; provision of documentation and operating instructions; development of standards and guidelines for program development and maintenance functions, including analysis, designs, testing, quality assurance and proper responses to problems; development and operation of an Information Centre of EDP staff to facilitate user access to data; and the provision of similar systems services to certain other federal departments and levels of government.

Manuals

- Electronic Data Processing Systems Guide - programming standards and procedures sections; specific naming conventions, authorizations, structured techniques and the use of utility programs
- Technical Memos - instructions for use of software and hardware: from an informal, chronological collection, some of which is in text form on a computer file, or shorter term technical guidelines
- Vendor Manuals, Books - the principal working references which are technical publications from publishers or from hardware and software vendors such as IBM, UNIVAC and Cullinane

Classes of Records

RCT-520
T1 (Individual Income Tax Return) Database

Description: Documentation in the form of database schemas, models and descriptions, applicable to databases for T1 individual income tax return processing systems, financial input processing, and RAPID databases, as well as online programs, technical and quality assurance records. *Topics:* Direct Data Entry (DDE) systems; Financial Input Processing (FIP); Rapid Information for Districts/RAPID/database; database administration; quality assurance; common facilities; and miscellaneous other programs.

RCT-530
General Sector and Information Centre

Description: Documentation of several taxation data and information processing systems and the Information Centre, as well as technical programming standards and guidelines, principally in the form of program listings and run books intended to support maintenance and operation. *Topics:* Information Processing System (IPS) - T4 Data Capture; RAPID - enquiry programs for field office to online tax data; Infocentre - development project to facilitate end-user access to data; Technical Services - use of programming techniques and utilities, operational record of file backups, library changes and mass storage requirements; and Special Projects - miscellaneous other systems and programs.

RCT-540
Information Systems

Description: Information on the development, implementation and maintenance of a wide range of departmental information and administrative EDP systems (mainly statistical) which are intended to enhance management effectiveness; and a system to give field personnel direct on-line access to computer-based accounting, assessment and personnel files. *Topics:* Operational and administrative communications to and from the various Head Office divisions which have functional authority over the systems developed for them; computerized and manual management information systems; personnel and leave systems; gas tax rebate system; also T4 and other information slip systems.

Statistical Services Division

This Division provides aggregated statistical information compiled from income tax returns, for wide use by policy and program analysts in both the public and private sectors; technical support to the Department in the area of statistics; a forecasting service in support of departmental planning activities; in addition, it develops mathematical models for use in policy analysis. This Division is also responsible for ways to generate information on non-compliance with tax laws in various segments of the Canadian population; the development of information systems and optimization models for departmental program planning, evaluation and control; and operations research studies and computer simulations to optimize the use of human and financial resources in certain departmental operations.

Manuals

- **Taxation Operations Manual, Part 07 - contains clerical instructions for collecting information about taxpayers from individual returns for statistical tabulation and modelling purposes**

- **Taxation Operations Manual, Part 10 - contains procedures to control the audit of the compliance measurement sample files**

- **Corporation Transcription Manual - contains instructions for collecting tax file information from corporation tax returns for statistical tabulation and modelling purposes**

- **Individual Tax Model Operations Manual - contains instructions for operating the individual Tax Model processing simulator**

- **Systems for Planning Resources in Taxation (SPRINT) User's Manual - explains how to use the computer system to allocate resources**

- **CMS Procedure Manuals - contain procedures to control work performed on compliance measurement sample files; special investigation, appeals, audit review, payroll audit and matching procedures**

Classes of Records

RCT-550
Mathematical Tax Models - Operation and Control

Description: Information on the objectives, work, duties, and responsibilities of the various tax model work groups; tax model sample selection schemes; computer database files and record layout; computer program documentation; computer simulation system documentation; and data transcription instructions. *Topics:* Administrative workload and processing model; tax return processing, personal taxation and corporation taxation simulation models; transcription instructions; techniques to prevent release of identifiable taxpayer information; corporate, individual and family database files; operational computer programs; and sampling techniques.

RCT-560
Statistics - Operation, Control and Release of Data

Description: Information on the objectives, work, duties and responsibilities of the various work groups tabulating statistics; computer program documentation and design; sample designs, data transcription techniques and instructions; database files and record layouts; requests for and releases of data; and data tabulations. *Topics:* Statistics on individuals by age, sex, occupation, and geographical region; corporation income statistics; trust and charitable organizations statistics; requests for and releases of statistical information by source, personal, corporation, and family sample files; statistical sample designs for collecting statistics listed above; listings of agencies legally entitled to taxation data; releases of taxation data to federal and provincial agencies; monthly and quarterly tax collection and tax filing reports; and internal administrative statistics on assessments, audits, and post-assessing projects.

RCT-570
Statistical Services to the Department

Description: Information on forecasts of expected filing patterns of individual, corporate and trust income tax returns; statistical schemes and consulting services provided to divisions in the Department. *Topics:* Mobility studies of tax filers and related research; consulting and statistical services provided to the Department; forecasts of various workload indicators.

Classes of Records

RCT-580
Compliance Measurement System and Resource Allocation

Description: Information on the development, objectives, organization and procedures for the compliance measurement system; sample design, selection criteria, data capture methods, systems analysis, design and programming specifications for the generation and recovery of random samples; analysis specifications and research methods used to evaluate samples; the details of relevant operations for documentation; analysis, design, programming specifications, data files and computer programs for the resource allocations system (SPRINT). *Topics:* Audit non-compliance measurement system; verification and collection non-compliance measurement system; non-filer studies; non-compliance measures using national accounts and macro-economic data; and data files for samples of all operations.

RCT-590
Operations Research Studies

Description: Information on research studies - for each, a statement of the problem, approach and the mathematical and operations research techniques involved; a summary of data requirements, design and procedures; the system analysis, design and programming documentation to process the data; and the data analysis, reports, data files and correspondence produced. *Topics:* Planning process, effectiveness, work optimization, workload and file selection, profile analysis, and trend analysis studies.

Appeals Branch

The Appeals Branch establishes policy and guidelines for the disposition of notices of objection and the determination of questions and appeals under the Canada Pension Plan and Unemployment Insurance Act. Specifically, it plans, organizes, directs, implements and controls national programs for consideration and disposal of objections to assessments under the Income Tax Act, and for determination of a question under the Unemployment Insurance Act and the Canada Pension Plan. The Branch instructs the Department of Justice Canada on the conducting appeals to the Unemployment Insurance Umpire, the Pension Appeal Board, the Tax Review Board, the Federal Court and the Supreme Court. The appeals activity is kept separate from audit work. The Department recognizes that to be equitable and objective, the officers who exercise the appeals function should not be those who were responsible for the original assessments.

The Appeals Branch comprises the Programs and Quality Review Division, the Appeals and Referrals Division, and the Canada Pension Plan and Unemployment Insurance (CPP/UI) Determination and Appeals Division.

Manual

- Taxation Operations Manual, Part 70 - contains policies and procedures for consideration and disposal of objections and for the conduct of appeals

Programs and Quality Review Division

This Division plans, organizes, directs and controls a national program for consideration and disposal of objections to assessments under the Income Tax Act, and for the conduct of appeals to the Tax Review Board; plans and monitors national programs for the determination of a question under the Unemployment Insurance Act and the Canada Pension Plan and for the conduct of appeals to the Unemployment Insurance Umpire, the Pension Appeal Board, the Tax Review Board, the Federal Court and the Supreme Court.

Manuals

- Taxation Operations Manual, Part 70
  - — Chapter 7010, Appeals Branch policies
  - — Chapter 7020, District Office Appeals Division procedures
  - — Chapter 7030, Designated Appeals Officers procedures (Tax Review Board cases)
  - — Chapter 7050, District Office Appeals Divisions form letters
  - — Chapter 7060, Head Office registration and clerical services procedures
- New Appeals Officers' Handbook (training)
- T2008A Binder - instructions for issuing the Minister's Notification of Confirmation

Classes of Records

RCT-600
Program Management

Description: Information on policies, procedures, budgets, work programs, statistical controls, monitoring and evaluation of district office Appeals Divisions. *Topics:* Program and activity structure; delegation of authority; communications to field offices; work programs; training; budgets; work flow studies; registration of incoming objections; forms and form letters; statistics on intake, production, seminars, conferences and meetings, workload and resources, program performance evaluations, and projects.

Appeals and Referrals Division

This Division provides assistance to district office Appeals Divisions in the consideration and disposal of objections; instructs the Department of Justice Canada on the conduct of appeals to the Tax Review Board (Ottawa Region), the Federal Court and the Supreme Court; and reviews adverse court decisions to determine if they should be appealed to a higher court.

Classes of Records

RCT-610
Referrals - Objections

Description: Information on the research and resolution of technical and complex matters referred by district office Appeals Divisions; procedural instructions; projects; and statistics on intake, production and workload. *Topics:* Procedural instructions; analyses of incoming objections; individual income tax returns; corporation and trust income tax returns; projects on objections concerning similar issues; adverse decisions; and statistics.

RCT-620
Appeals and Adverse Decisions

Description: Information on instructions and assistance to the Department of Justice Canada on the conduct of Appeals to the courts; consideration of adverse decisions; procedural instructions; and statistics on intake, production and workload. *Topics:* Procedural instructions; analyses of incoming objections; individual income tax returns; corporation and trust income tax returns; projects on objections concerning similar issues; adverse decisions; and statistics.

CPP-UI Determination and Appeals Division

This Division determines the Department's position on application for determination of a question under the Unemployment Insurance Act and the Canada Pension Plan, and reconsiders income tax assessments under objection in related matters. It also instructs the Department of Justice Canada on the conduct of appeals to the Unemployment Insurance Umpire, the Pension Appeal Board, the Tax Review Board, the Federal Court and the Supreme Court; and reviews adverse decisions to determine whether they should be appealed to a higher court.

Classes of Records

RCT-630
Determination of a Question

Description: Information on the consideration of questions regarding the insurability, amount and payment of contributions or premiums by employees, assessments payable by employers, etc., the resulting recommendations, and issue of the Minister's decision to the interested parties; issue of policy and procedural instructions for Headquarters and field office staff; and statistics. *Topics:* Application register; determination of a question — insurable employment, CPP-UI; policy and procedural instructions for all staff; statistics.

RCT-640
Appeals and Adverse Decisions

Description: Information on instructions and assistance to the Department of Justice Canada on the conduct of appeals; consideration of adverse decisions; and procedural instructions and statistics. *Topics:* UI Umpire appeals; Pension Appeal Board appeals; Tax Review Board Appeals; Federal Court appeals.

Management Audit Branch

The Branch conducts an independent appraisal for the Deputy Minister of all departmental activities, provides objective analyses and makes recommendations to all levels of management on the activities reviewed. This enables the Department to evaluate the uniformity of the application of its policies, programs and procedures in all Revenue Canada Taxation offices, as well as to assess the effectiveness of security measures for the protection of federal funds, property and the confidentiality of information. The function of this Branch thus includes program evaluations to assess the continued relevance, impact and effectiveness of all departmental programs; and audits which analyze and investigate the efficiency of all areas of departmental operations.

Manuals

- Taxation Operations Manual, Part 08 - contains policy and procedures for internal audit activities
- Staff Bulletins - contain procedures and work instructions for Branch staff
- Program Evaluation Manual - contains procedures for program evaluation activities

Classes of Records

RCT-650
Program Evaluation

Description: Information on program evaluation plans, steps carried out, records of interviews, organization charts, statistical data, queries and replies, and general correspondence. *Topics:* Policy; evaluation procedures; long-term and annual evaluation plans; working papers; reports of findings; conclusions; recommendations.

RCT-660
Management Operations

Description: Information on audit plans, audit steps carried out, records of interviews, organization charts, statistical data, queries and auditee replies, and general correspondence. *Topics:* Audit policy and procedures; audit schedules and planning; manual and computerized audit programs; audit working papers; audit reports; departmental and staff matters.

Information Services Branch

The Branch formulates public relations policies for the Department and provides information on its policies, programs and activities to the general public, the news media, and organizations and individuals with a special interest in taxation. A variety of publications covering a range of tax topics is produced and revised each year, as well as various audio-visual programs. The Branch counsels the Department on information and public relations matters generally, and advises management on possible public and media reaction to its programs and procedures; it also provides guidance to District Office public relations officers.

Manuals

- Taxation Operations Manual, Part 91 - describes the Department's public relations policy and Branch program responsibilities for publications, audio-visual material, advertising, public enquiries, media relations, prosecutions publicity, and public speaking engagements
- Public Relations Officer's Handbook - a detailed guide to public relations policy, programs and activities for District Office public relations representatives

Classes of Records

RCT-670
Media Relations and Publications Project Files

Description: Information on media relations activity including press releases, background information leaflets, compliance publicity and arrangements for special events; guidance to Head Office and District Office management on media and public relations; publications, including tax pamphlets, annual review, information leaflets, publications requested by other Branches within the Department, and the Department's staff magazine. *Topics:* Media relations projects; individual publications (revisions, updates); writing and editing requests from other branches within the Department; communications or instructions to District Office public relations officers; general correspondence.

RCT-680
Creative Services Project Files

Description: Information on audio-visual and print material for radio and television use; tax tips and columns for daily, weekly and foreign-language newspapers; community programs to assist taxpayers, including the Volunteer Program and Teaching Taxes; the Speaker's Guide, together with public speaking, and radio and television appearances; displays and posters. *Topics:* Individual print and audio-visual projects; internal programs, including PRO Handbook and conference administration; information on design and photographic services available; design and audio-visual proposals; advertising and marketing information; general correspondence.

RCT-690
Communications Research

Description: Information on the public response to the departmental information program and to the tax returns and guides; public attitudes towards the Department and taxation in general; assessments of specific programs; and surveys of District Office use of information materials. *Topics:* Reports of annual research study on programs and public attitudes, studies on specific publications and programs, and annual surveys on Public Relations Officers' activities; research studies conducted by other government departments; correspondence with Head Office and District Office personnel; research proposals.

RCT-700
Correspondence and Interdepartmental Communications

Description: Information on taxpayer letters to the Minister requesting information or expressing opinions on various issues, general taxpayer enquiries, communications and with central agencies and other government departments. *Topics:* Correspondence for Minister's signature; correspondence for Deputy Minister's signature; general correspondence with taxpayers; and interdepartmental communications by agency or department.

RCT-710
Press Clippings and Other Reference Material

Description: Copies of newspaper and magazine articles on specific aspects of taxation, the Department itself and on tax matters in Canada and abroad; federal budgets and legislation; and reference books, e.g., Canada Year Book, previous years' income tax acts, etc. *Topics:* Articles on specific aspects of taxation (e.g., pension plans, deductions available); articles on departmental activities (e.g., taxation centre openings); articles on audit projects and activity and on special investigations work and prosecution for tax evasion; press releases and backgrounders (current and previous years); completed tax information projects; and general information used in the preparation of new programs and projects.

Management Services Branch

The Branch provides departmental management with advice and service in administrative and finance-related programs, as well as personnel policy and related administrative practices. It provides management and employees with a full range of personnel services in areas such as classification, pay, staffing, staff relations, official languages, and technical and management training.

The Assistant Deputy Minister, Management Services, is assisted by nine directors in charge of the directorates and divisions described below.

Classes of Records

RCT-720
Administration

Description: Information on the development and implementation of goals, plans, programs and policies for the Personnel Administration function and the Finance and Administration function in support of the Department's objectives. *Topics:* Personnel Management Committee; Finance and Administration Management Committee.

Personnel Programs Directorate

This Directorate researches and formulates national policies, guidelines, program plans in the areas of position classification, pay and benefits, staffing, staff relations, and official languages. It also provides and advisory service in these areas, co-ordinates some national staffing programs, classifies positions for which level and regional management do not have authority, and advises the Deputy Minister on final level grievances.

Manuals

- Taxation Operations Manual, Parts 8020, 8030, 8040, 8080 - contain departmental policy, guidelines and procedures on official languages, staffing, staff relations, and classification
- Personnel Administration Letters - describe departmental policy, guidelines and procedures on a variety of personnel matters

Employee and Organization Development Directorate

This Directorate is responsible for the planning, implementation and administration of policies, programs and operations relating to departmental organization development and design for which local and regional management do not have authority. It is also responsible for the policies, programs and procedures used in planning and developing human resources and for all the personnel management functions (exclusive of classification) which deal with the Executive and Senior Management complement.

Manual

- Taxation Operations Manual, Parts 81.1 to 81 14 - deals with staff performance appraisal

Head Office Personnel Directorate

This Directorate is responsible for managing personnel activities in the Head Office complex of the Department and for providing advice and guidance to Head Office management on all aspects of staffing, compensation, staff relations and associated personnel specialities.

Manual

- Taxation Operations Manual, Part 8090 and Part 81 (except 8170) - deals with Personnel services; 8170 is on the Personnel Clerk System

Planning, Audit, Evaluation and Special Services Directorate

This Directorate is responsible for the design, development and maintenance of the Department's personnel planning process, a comprehensive audit and evaluation program, and a variety of personnel support systems and services.

Manual

- Taxation Operations Manual
  - Part 80.95 - describes swearing of oaths, building passes and authorization cards
  - Part 80.96 - describes the award programs - the Suggestion, Merit, Outstanding Achievement and Long Service Awards -Part 81.70 - describes clerical pay functions and employee documentation for pay purposes and the Attendance, Leave, Overtime, Shift and Standby System (ALOSS)

— **Part 82 - describes the Department's Personnel Management System (PMS)**

Classes of Records

RCT-730
Personnel - General

Description: Information on personnel in general, including accidents and injuries; appointments; attendance; awards and honours; establishment, hours of work and overtime; leave and holidays; promotions and reclassification; regulations and directives; reports and statistics; retirements and separations; personal and pay files; committees; identification cards; and the swearing of oaths. *Topics:* General correspondence; leave records; procedures for selection; staffing and staff relations reports; records - decoration and award presentations and recommendations; records - hours of work, flexible hours, time off to vote, overtime, etc.; policies and procedures on leave and holidays; records - retirement, resignation, lay-offs, etc.; employees' personal and pay documents; oaths administered under the Public Service Employment Act; oaths administered under the Income Tax Act, Canada Pension Plan and Unemployment Insurance Act; Suggestion, Merit, Resource Management, Outstanding Achievement and Long Service Awards Programs; Program Measurement - quarterly report; Annual Report - Personnel Program Activities (Head Office and regions); Identification Cards: T3007 (all indeterminate employees), T3007A (all term employees), T3007B (other government departments), Authorization Card T3001 (Special Investigators) and Identification Card T3000 (employees transacting business away from office); Building Pass; Computerized Reporting Systems; Attendance, Leave, Overtime, Shift, Standby System (ALOSS); Time-Production Reporting System (TRS); Personnel Management System (PMS); and the Personnel Security Clearance Programs.

RCT-740
Classification of Positions

Description: Information on the classification of positions at Head Office; classification; related computer printouts and documentation; material issued by the Treasury Board of Canada on the classification system; training materials developed at Head Office; and internal audit observations, recommendations and follow-up. *Topics:* Classification generally; audits and audit schedules; position files; job files project files; correspondence; organization charts; delegation of authority; training; classification standards; project status reports; classification conversions and specialist position management.

RCT-750
Employment and Staffing

Description: Information on employment and staffing; applications; casual and term employees; competitions; programs; recruitment; requests for staffing action and summer students; appeals, complaints, investigations and audit; staffing of Senior Management positions; assignment of Senior Managers for developmental purposes. *Topics:* Competition files (departmental, interdepartmental and open competitions); non-competitive processes (includes transfers, acting appointments and reclassifications); special assignment pay plan; summer student program; audits; employment and staffing generally; appeals; appointments; applications; selection, probation; delegation of authority; decentralization; bilingual positions; staffing systems; Human Rights Commission; Commissioner of Official Languages.

RCT-760
Human Resources

Description: Information on career management; inventories; performance appraisals; reports and statistics; requirements and utilization; loans and secondments; development of employees generally; Senior Management group, Personnel Administrator group and the Equal Opportunity group. *Topics:* Personnel loaned within and outside the department; performance appraisals; plans and programs, including reports on Equal Opportunities program; human resources generally; requirements and utilization; inventories; career management; reports and statistics.

RCT-770
Occupational Health, Safety and Welfare

Description: Information on the Employee Assistance Program, which is designed to assist employees with their personal problems; internal audit of the Employee Assistance Program; occupational health, safety and welfare generally; safety committee reports and first aid. *Topics:* Counselling (Employee Assistance Program); internal audit of the Employee Assistance Program; safety committees; first aid training program.

RCT-780
Official Languages

Description: Information on the identification of language requirements of positions; policy, programs and procedures for implementing objectives of the Official Languages Act and the Parliamentary Resolution on Official Languages in the Public Service; bilingual bonus program; Language Knowledge Examination results; Official Languages Information System (OLIS); and audits. *Topics:* Identification of positions (including linguistic profiles); language testing and aptitude tests and results; bilingual districts; service to the public; internal service; francophone participation; work instruments; translation services; Commissioner of Official Languages; Official Languages Policy; replacement positions; language training requirements.

RCT-790
Pensions and Insurance

Description: Information on superannuation plans; Canada and Quebec Pension Plans; reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance; unemployment insurance plans; and internal audit.

RCT-800
Salaries and Wages

Description: Information on salaries, wages generally and related data on the pay system, rates, deductions, regulations and various types of pay (acting, performance, merit, severance, overtime); salary revisions; paylists; pay administration; benefits entitlement and administration; and pay audits.

RCT-810
Staff Relations

Description: Information on adjudication, bargaining agents, collective agreements and interpretations, discipline, grievances, managerial and confidential exclusions and union relations, conflicts of interest and employee relations. *Topics:* Grievance files; grievance charts; strikes; discipline and guidance; terms and conditions of employment; designations; union-management relations; National Joint Council; involuntary terminations of employment; Public Service Staff Relations Board hearings; internal audit.

Centre for Career Development

This Centre is responsible for the design and implementation of all technical, managerial and language training programs in the Department. These programs are aimed at ensuring a continuing supply of well-trained staff ready to meet the specialized needs of operational managers responsible for fulfilling the Department's role.

Manual

- Taxation Operations Manual, Part 80.70 - departmental course catalogue

Classes of Records

RCT-820
Training and Development

Description: Information on the planning, development and implementation of all technical training on source deductions, collections, audit techniques, initial assessing, real estate appraisal and income tax law; all management and official languages training; and evaluation of all training conducted for the Department. *Topics:* Language training; evaluation; individual course files; departmental courses; course correspondence; training plans; attendance; nominations.

Administration Directorate

This Directorate is responsible for the development and implementation of effective and efficient administrative programs in the areas of premises, telecommunications, physical security, word processing, mail and messenger services, records, library and material management. It provides services in these areas to the Head Office complex.

Manuals

- Taxation Operations Manual, Part 59 - Material Management; Part 60 - Mail and Messenger Services; Part 61 - Premises (procedures for accommodation, telecommunications and security); Part 62 - Records (records office procedures, retention and disposal scheduling, record systems); Part 68 - Word Processing
- Central Agency Publications (e.g., Administrative Policy Manual)

Tax Forms Division

This Division is responsible for the design, production and distribution of all federal tax forms and related printed instructions, and all general operational communications and forms used in Head Office, District Offices and Taxation Centres. The Division insures that all forms meet the requirements of the Income Tax and related Acts and that they are available as required in both official languages. It also ensures that the forms are compatible with machine and computer processing requirements. In addition, this Division is accountable for the forecasting and expenditures related to printing and distribution.

Manual

- Taxation Operations Manual, Part 9 - Printing and Forms Management

Data Management Division

This Division is responsible for the development, implementation and maintenance of an effective operational performance measurement system (OPMS) in the Department; the improvement and maintenance of computer-based time and production reporting systems and the provision of resulting data to control agencies and departmental users, as required.

Manual

- Taxation Operations Manual, Part 50 - Time and Data Reporting explains how to determine actual manpower expenditures and units of production completed by various operational areas in the Department

Classes of Records

RCT-830
Administrative and Management Services

Description: Information on the development of policies and procedures as well as the implementation and operation of departmental records, library, mail, messenger and postal services, security, telecommunications, typing, word processing and data management (i.e., The Management Information Systems and the maintenance of the Taxation Operations Manual); also the management of public and internal forms and departmental publications. *Topics:* Mailing programs; file classification systems; storage, scheduling and disposal of records, transfers of dormant records to Public Archives; books, publications and subscriptions; physical, personnel and information security; emergency measures; telephones, telex and zenith systems; traffic analysis; telephone service cost analysis; shorthand, typing and voice recording testing, automatic and pre-recorded letters; management information systems such as a resource management system (ARMS), time reporting system (TRS), production reporting system (PRS), performance measurement system (historical files on person-years and productivity data); internal and public forms; duplication services; and publishing services.

RCT-840
Building and Properties

Description: Information on the development and implementation of policies, procedures and programs for providing office space (accommodation) for Revenue Canada Taxation employees. *Topics:* Accommodation in District Offices, Regional Offices, Taxation Centres and the National Capital Region; space planning requirements and inventories; reports and statistics.

RCT-850
Buildings

Description: Information on the acquisition of accommodation for the Department; allocation of space within these buildings; and building services, maintenance and alterations. *Topics:* Accommodation; repairs; janitorial and cleaning services; fire prevention and protection program; reports and statistics.

RCT-860
Lands

Description: Information on departmental policies and procedures on use of lands on which Revenue Canada Taxation facilities are located. *Topics:* Parking areas in District Offices, Regional Offices, Taxation Centres and the National Capital Region; acquisition of lands.

RCT-870
Utilities

Description: Information on the development of departmental policies, procedures, standards and programs for utilities such as lighting and heating. *Topics:* Heating and lighting (gas, oil, electric); garbage disposal; water and sewage connections and facilities; elevator and conveyor maintenance; air conditioning and ventilation.

RCT-880
Equipment and Supplies

Description: Information on the overall administration of material management and supply operations. *Topics:* Accounting and inventories; disposal and surplus; forms inventory control; maintenance and repairs; price list; stationery; stock control; warehousing and distribution; catalogues and manuals.

RCT-890
Furniture and Furnishings

Description: Information on the purchase, allocation, repairs and maintenance of furniture and furnishings. *Topics:* Household and office furniture; repairs and maintenance.

RCT-900
Office Appliances

Description: Information on the purchase and distribution of office appliances. *Topics:* Calculators; data processing; duplicating equipment; photographs and microfilming; recorders and typewriters.

RCT-910
Procurement

Description: Information on the determination of requirements for equipment, furniture, appliances, etc.; acquisitions, specifications, tendering, sources of supply, pricing, repair and spare parts. *Topics:* Contracts; local purchase orders; procedures and regulations; requisitions and standing offer agreements.

Finance Directorate

This Directorate is responsible for the design, planning and resourcing of all finance-related programs throughout the Department; maintenance of systems and procedures for financial control; cash forecasting; and analysis and reporting of assessed and cash revenue to the Department of Finance Canada and provincial governments.

Manual

- Taxation Operations Manual
  - — Part 51 - describes the means of maintaining control and the actual delegations of financial signing authorities made by the Minister and Deputy Minister
  - — Part 52 instructions pertaining to coding and classification of accounts and accounting for expenditures;
  - — Part 53 instructions for the preparation of the operating budget and the reporting of manpower utilization;
  - — Part 66 - instructions for the general ledger function and daily revenue report preparation

Classes of Records

RCT-920
Finance

Description: Information on financial transactions; control of expenditures - cash control, monitoring of salaries, other expenses; membership fees to various associations of tax administrators; and legislation pertaining to tax revenue and financial operations. *Topics:* Agreements and arrangements with provinces and other government departments; travel and relocation expenses; contracts to engage the services of professionals and suppliers; financial statements, analysis and projections of expenditures; membership fees paid to the Commonwealth Association of Tax Administrators and to the Inter-American Centre of Tax Administrators; results and follow-up on financial audits by the Auditor General and internal audits; legislation on tax revenue; financial operations of federal and provincial governments.

RCT-930
Accounts and Accounting

Description: Information on general accounting for expenditures such as invoice processing, payment and maintenance of accounts; and the preparation of the Department's final financial statements which are used to prepare the Public Accounts document. *Topics:* Coding and manpower utilization; accounts payable, including suppliers' accounts, legal, professional and tuition fees, as well as transactions with other departments; accounts receivable - fines and forfeitures, ruling fees, law cost awards, proceeds from sales; funds voted to the Treasury Board of Canada and advanced to the Department for the purpose of establishing departmental bank accounts (working capital advance).

RCT-940
Revenue Reporting

Description: Information on the analysis, distribution and reporting of tax revenue. *Topics:* Assessed revenue (taxes for which an Assessment Notice is issued) - federal-provincial tax sharing, Canada Pension Plan, Unemployment Insurance, royalty tax rebates, unemployment insurance benefit repayments; settlement of tax deductions with the province of Quebec; Petroleum and Gas Revenue Tax; cash revenue including reconciliation with the statement of collections from Supply and Services; tax deductions settlements with the Bank of Canada; Canada Pension Plan and Unemployment Insurance transfer schedules; unclaimed cheque suspense account; cancelled cheques other than unclaimed cheque suspense; annual reconciliation of cash in transit.

RCT-950
Budgets

Description: Information on operating budgets; preparation of Main Estimates, financial plans for the three fiscal years to come (Operational Plan) and goals of the Department for future years (Strategic Plan). *Topics:* Allocation; operating budgets, Estimates and Supplementary Estimates; preparation, negotiations with the Treasury Board of Canada, briefings to the Deputy Minister and Minister; Operational Plan and Strategic Plan; preparation and submissions by area of responsibility.

Decentralization Co-ordination Directorate

This Directorate is responsible for planning, directing, resourcing and controlling all aspects of the decentralization of Data Centre and District Office activities to seven Taxation Centres. It advises on size, location and other requirements for building and landscaping, and co-ordinates and monitors acquisition of the most suitable buildings, furniture, equipment and services.

Manual

- New Concept in Taxation Centres - describes the combined effects of decentralization on production, workflow and staff

Classes of Records

RCT-960
Implementation of Taxation Centres

Description: Information on Treasury Board of Canada submissions and correspondence on the decentralization of selected Data Centre and District Office responsibilities to each of the seven Taxation Centres located in Surrey, Winnipeg, St. John's, Shawinigan-Sud, Jonquière, Sudbury and one other location to be determined. *Topics:* Correspondence on Treasury Board (T.B.) submissions on site selection, equipment and furniture; correspondence with departments such as Public Works Canada and The Royal Canadian Mounted Police on individual Taxation Centre requirements; Head Office, District Office, Regional ADM papers examining effects of relocation on jobs, employees and certain sections of taxation; blueprints of buildings,

design briefs, furniture and office layouts, and photo albums illustrating the work on each Taxation Centre.

Public Works

Background

Public Works Canada was established in 1867 by an Act respecting the Public Works of Canada (SC 1867-68 c.12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works Canada who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings and provincial vessels.

Laws and Regulations

Public Works Canada administers the following statutes, in whole or in part:

- Bridges Act, RSC 1970, c.B-10 (see also Table of Public Statutes except Fort Falls Bridge Authority)
- Dry Docks Subsidies Act, RSC 1970, c.D-9
- Expropriation Act, RSC 1970, c.16 (1st Supp.)
- Government Harbours and Piers Act, RSC 1970, c.G-9 (s.5)
- Government Property Traffic Act, RSC 1970, c.G-10
- Government Works Tolls Act, RSC 1970, c.G-13
- Kingsmere Park Act, RSC 1952, c.161
- Laurier House Act, RSC 1952, c.163
- Official Residences Act, RSC 1970, c.P-20 (2nd Supp.) - an Act to amend the Prime Minister's Residence Act
- Ottawa River Act, RSC 1870, c.24
- Public Works Act, RSC 1970, c.P-38, amended in 1977, c.28
- Surplus Crown Assets Act, RSC 260, s.1, C.S.-20
- Trans-Canada Highway Act, RSC 1970, c.T-12
- Municipal Grants Act, RSC 1970, c.182, 5.1
- Municipal Grants Act, RSC 1980

Overall Responsibilities

Public Works Canada is responsible for the management of real property for the Government of Canada and the provision of planning, design, construction and realty services to government institutions, departments and agencies, while contributing to the government's wider social, economic and environmental objectives.

The Department builds, purchases and disposes of land and other real property; rents premises; and maintains, improves and manages properties owned or leased by the Government of Canada. It also provides marine facilities, roads, bridges and public utilities as required by other federal government programs.

As a common service agency the Department carries out its activities through seven substantive programs:

- Administration - provides central policy direction and administrative support services for all departmental programs.
- Professional and Technical Services - provides the professional and technical services necessary to support programs of Public Works Canada and other departments and agencies in the fields of construction and fire prevention.
- Accommodation - provides departments and agencies of the federal government with accommodation of approved standards of quality, quantity and efficiency.
- Marine - provides and maintains marine facilities as required by federal programs for the development and support of industry and for water level control.
- Transportation and Other Engineering - provides and maintains roads, bridges and public utility services as required by federal government programs.
- Land Management and Development - manages and develops federal lands so as to combine the efficient provision of government services with the achievement of wider social, economic and environmental objectives.
- Municipal Grants - manages and administers the Federal Municipal Grants Act, covering the payment of grants in lieu of taxes to Canadian municipalities.

Organization

Public Works Canada is a highly decentralized department, delivering service to other federal government departments from six Regional Offices. There are also several District Offices located in each region, which provide local service to the Department's clients and the public. The Regional Offices are located in Halifax (Atlantic Region); Montreal (Quebec Region); Ottawa (National Capital Region); Toronto (Ontario Region); Edmonton (Western Region); and Vancouver (Pacific Region). They carry out the Department's program delivery responsibilities and services in the areas of Planning, Property Administration, Real Estate Services, Energy Management, Contract Policy and Administration, Design and Construction, and Finance and Administration.

The Department is organized into eleven Branches.

- The Realty Branch is responsible, through Property Administration and Real Estate Services, for the management, maintenance, leasing, acquisition and marketing of all owned and leased Public Works property. In addition, Real Estate Services is responsible for the Central Real Property Inventory (CRPI) and the payment of grants in lieu of taxes. Property Administration consists of three divisions: Accommodation Services, Property Management and Facilities Maintenance Policy. Real Estate Services comprises four Divisions: Property Development, Implementation, Resources, and Standards and Municipal Grants.
- The Design and Construction Branch provides the services necessary for the design and construction of buildings, roads, wharves and engineering works. The Branch is organized into three Directorates: Design and Construction Services, Technology and Special Services. Design and Construction Services Directorate is divided into five Divisions: Transportation, Marine, Buildings, Consultant Services and Environmental Design. The Technology Directorate is made up of five Divisions: Science and Technology Development, Engineering Technology, Architectural and Building Sciences, Solar Programs and Project Management Technology.
- The Finance and Administration Branch is divided into two main Directorates: The Finance Directorate and the Management Information Services Directorate. Finance is further divided into Financial Operations, Accounting Operations and Materiel Management.

- The Departmental Planning and Co-ordination Branch is divided into five Directorates: Policy Development and Analysis, Departmental Planning and Systems, Management Consulting Services, Management Audit and Program Evaluation.
- The Personnel Branch is divided into four Directorates: Personnel Operations, Personnel Planning and Systems, Education, Training and Development, and Staff Relations.
- Operations Branch is made up of four Directorates: Operational Services, Contract Policy and Administration, Energy Management and Operational Planning.
- The Revenue Dependency Branch is divided into two Directorates: Revenue Dependency Integration and Project Planning and Control.
- The Executive Secretary Branch consists of the Administration Directorate, Headquarters Financial Services and Emergency Preparedness.
- The three remaining Branches are: Public Relations and Information Services, Fire Commissioner of Canada and Equal Opportunity Program.

Key Contacts

Inquiries:

Telephone: (613) 998-9560

Public Relations and Information Services:

Telephone: (613) 998-9560

Information Research and Library Services:

Telephone: (613) 998-8350

Access to Information Co-ordinator:

Telephone: (613) 998-4270

Access to Information

Informal Access

Traditionally Public Works Canada has followed the standard practice of providing information directly to the public through its managers or Public Relations and Information Services Branch. Requests for information usually reach the Department as telephone, personal or written inquiries.

Telephone inquiries are handled by the recipient of the call or referred to a qualified official. Managers are held responsible for the quality and accuracy of information released. Telephone inquiries generally deal with quick, definite questions on precise topical problems which can be answered by an individual within the scope of a conversation. Complex or highly technical questions are referred to specialists within the Department (for reply). Should an inquiry require considerable research, the caller will be informed and the information, when available, forwarded to the caller (normally by mail).

Individuals wishing to conduct research personally are usually referred to The Public Relations and Information Services Branch. The Branch ensures the required information is available and arranges contacts within the Department. The only exemption to the above procedure is the departmental Library. The public is invited to use the Library for research during normal business hours. Loans are handled through interlibrary loan only.

Written inquiries of a general nature are routed through Public Relations and Information Services, who may forward them to appropriate departmental officials for reply. Specific inquiries are routed directly to appropriate officials for response. If lengthy delays are foreseen in responding, the correspondent is notified by means of an interim reply. The final response is made as soon as the requisite information becomes available.

The existing system of informal access has been in use for several years and has proven most efficient and capable of handling all inquiries. The public is encouraged to contact Public Works Canada for any information within its sphere of responsibilities. Formal access to PWC information under the Access to Information Act should be directed to the Information Services Offices at the contact points at the Headquarters, Regional and District Offices listed below.

Public Works Canada
Public Relations and Information Services
Sir Charles Tupper Building
Riverside Drive
Ottawa, Ontario
K1A 0M2
Telephone: (613) 998-9560

Pacific Region

Public Works Canada
Information Services Officer
1116 Alberni Street
Vancouver, B.C.
V6E 3W5
Telephone: (604) 666-1295

Western Region

Public Works Canada
Information Services Officer
9925 - 109th Street
Edmonton, Alberta
T5K 2J8
Telephone: (403) 425-3175

Public Works Canada
Finance and Administration Officer
Room 201
Federal Building
269 Main Street
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-2388

Public Works Canada
Finance and Administration Officer
2221 Hanselman Court
P.O. Box 1208
902 Spadina Crescent, East
Saskatoon, Saskatchewan
S7K 3N5
Telephone: (306) 665-4667

Ontario Region

Public Works Canada
Information Services Officer

4900 Yonge Street
Willowdale, Ontario
M2N 6A6
Telephone: (416) 224-4361

Public Works Canada
Senior Departmental Representative
457 Richmond Street
P.O. Box 668
London, Ontario
N6A 4Y4
Telephone: (519) 679-4288

Public Works Canada
Senior Departmental Representative
107 East Street
2nd Floor
Sault Ste. Marie, Ontario
P6A 3C7
Telephone: (705) 949-1511

Public Works Canada
Senior Departmental Representative
540 West Arthur Street
Thunder Bay, Ontario
P7E 5R7
Telephone: (807) 577-6444

National Capital Region

Public Works Canada
Information Services Officer
L'Esplanade Laurier
140 O'Connor
Ottawa, Ontario
K1A 0M3
Telephone: (613) 992-8336

Quebec Region

Public Works Canada
Information Services Officer
2001 University Street
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Public Works Canada Manuals

The Manuals and Directives Management program maintains an intradepartmental system that captures, records and keeps current all management decisions, policies and procedures that impact on the Department's business, for the ready reference and guidance of responsible officers and managers.

The information is disseminated to departmental personnel through Announcements, Directives and Articles on a need-to-know basis.

"Announcement" - A communication of appointment, organizational change or the introduction of special programs deserving executive attention, promulgated by the Deputy Minister. Announcements are valid for six months.

"Directive" - A written communication containing policy, promulgated by the Deputy Minister as a continuing authoritative reference for employees.

"Article" - A written communication describing procedures, guidelines, standards, instructions and related information of a specific nature in support of departmental policies or directives, promulgated by the Functional Head.

Some articles may be published as Interim Articles to deal with temporary or unique situations, for the purpose of testing procedures, or where urgency is a factor. In all cases, it will be the originator's responsibility to ensure that these interim documents, when appropriate, are integrated into the manuals system as quickly as possible.

In co-operation with the departmental Library, the Manuals and Directives Unit maintains an index of all manuals published by the Department. A full set of up-to-date manuals is maintained and available in the departmental Library. These are listed below.

Manuals

- E.I.S. - Directives
- E.I.S. - Appointments and Announcements
- Organization
- Design and Construction
- Departmental Planning and Co-ordination
- Property Administration
- Financial Management
- Departmental Index of Authorities (Restricted)
- Aloss Users' Manual
- Year-End Closing Instructions
- Public Accounts Instructions
- Accounts Receivable
- Personnel Management
- Public Relations and Information Services
- Real Estate Services
- Administration
- Materiel Management
- Environmental Safety
- Contract Policy and Administration (Restricted)
- Dominion Fire Commissioner (Restricted)
- Project Delivery System

Planning and Co-ordination Branch

Policy Development and Analysis Directorate

The Directorate develops and co-ordinates departmental policies, investigates and makes recommendations on policy areas, and determines their impact on the Department.

Departmental Planning and Systems Directorate

This Directorate organizes, develops, co-ordinates and evaluates the departmental planning process. This includes the setting of management planning timetables, plan formats, organization responsibilities and quality control of plans. The Directorate also carries out reviews of organizational roles and structure and is responsible for preparing the departmental systems plan which outlines the priorities for corporate systems development. The Directorate also provides secretariat services for the Systems Development Committee and the Project Delivery Systems (PDS) Steering Committee.

Program Evaluation Directorate

The Directorate's prime objective is to assist the Deputy Minister and other senior managers in the Department in decision making on resource allocation and the management, delivery, design and impact achieved by departmental programs. This is accomplished by conducting periodic program evaluation studies of departmental programs and activities.

Management Consulting Services Directorate

This Directorate provides internal management consultant services for PWC in response to specific requests from senior management; supports the development, integration, implementation and maintenance of departmental corporate management policies, systems, procedures and planning capabilities through its consultative role; manages and controls the Department's use of "external management consultant" resources, including managing the funds for acquiring outside consultant services; leads task forces and participates on special projects designated by the Deputy Minister or the Executive Committee.

Management Audit Directorate

The Directorate has the overall responsibility for the complete departmental audit program to ensure departmental adherence to policies, guidelines and standards as prescribed by the Department, the Comptroller General, Treasury Board and the Auditor General.

Personnel Branch

This Branch consists of four Directorates: Personnel Planning and Systems; Education, Training and Development; Staff Relations; and Personnel Operations. It provides national policy and services in the areas of staffing, classifications, career planning, training and development, human resources planning and other personnel product areas. The Branch also provides special services to the Equal Opportunity Programs Directorate. It maintains the Personnel Management Systems (PMS) and the Official Languages Information System (OLIS).

Realty Branch

Property Administration - Accommodation Services Directorate

The Directorate is responsible for the space planning, management and marketing of PWC-controlled accommodation. It assists the Treasury Board of Canada in the development and monitoring of accommodation policies and standards and ensures the maximization of revenues from PWC's real property portfolio. It is also responsible for the leasing of space from the private sector in response to accommodation needs as required by the government. See the following Classes of Records: PWC-10, 80 and 130.

Property Management Directorate

The Directorate is responsible for the full range of tenant services such as energy conservation, physical security and fire safety programs, signage, priority use of fuels, general maintenance and service contracts. In consultation with the Contract Policy and Administration Directorate, it develops procedures for inviting and processing quotations and tenders for work in existing Crown-owned and leased buildings. See PWC-80 and 130.

Facilities Maintenance Policy Directorate

This Directorate is responsible for the establishment and monitoring of policies, guidelines standards and programs as they relate to the building maintenance services of Public Works Canada facilities. These services include electrical, mechanical, energy conservation, architectural, structural and general building maintenance such as cleaning services. See the following Classes of Records: PWC-10, 80, 130 and all Operational Classes.

Real Estate Services - Property Development Directorate

The Directorate is responsible for identification of realty development opportunities through "highest and best use" analysis and for the development of optimum solutions that contribute to the realization of the opportunities identified. In addition, the Directorate is responsible for the interpretation and application of the Federal Land Management (FLM) principles within PWC. To meet its responsibilities on a national basis, the Directorate establishes policies, guidelines and procedures governing all real property transactions, including changes in use. See PWC-90, 100 and 170 Classes of Records.

Implementation Directorate

The Directorate is functionally responsible for services in the fields of real estate acquisition, appraisal and disposal as they relate to the Government Land Purchase Regulations, Contracts Regulations Clauses, Government Lands Leasing and Licensing Regulations, the Federal Expropriation Act, the Surplus Crown Assets Act, Public Works Act and the Public Lands Grants Act. This Directorate is also responsible for the formulation of policies and procedures followed by PWC in carrying out these services, as well as being a liaison between the Treasury Board of Canada, Privy Council Office and the Regions in matters concerning PWC functions. See PWC-90 and 170.

Resources and Standards Directorate

The Directorate is responsible for the planning, development and maintenance of the departmental property inventory and the provision of legal land survey services. These services are required for the appraisal, expropriation, acquisition and disposal functions of the Department. See the following Classes of Records: PWC-90, 120 and 170.

Municipal Grants Directorate

The Directorate is responsible for the administration of the payments of grants to municipal, school, provincial and territorial taxing authorities in lieu of a real property tax for a taxation year, and in lieu of a frontage or area tax in respect of federal property situated within the area in which the taxing authority has the power to levy and collect the real property, frontage or area tax. Such federal properties are exempt from municipal taxation pursuant to Section 125 of the British North America Act. See PWC-90.

Revenue Dependency Branch

Revenue Dependency Directorate and Project IMPAC

The Directorate leads and co-ordinates departmental activities related to the Comptroller General's "Improved Management Practices and Controls" (IMPAC) plan; the introduction of charging other government Departments for PWC accommodation plus professional and technical services; and conversion of PWC to operating in a revenue dependent mode of management. The Project issues statements of principles and goals, calls for annual departmental work plans by functions and regions, directs and co-ordinates activities in support of IMPAC and Revenue Dependency work plans, and acts as Secretariat to the Executive Steering Committee (PWC approval body).

Operations Branch

Operational Services Directorate

This Directorate monitors departmental operations, maintains liaison with clients, responds to clients' problems and needs, assists Regions in dealing with HQ functions, client headquarters and central agencies, and provides operationally oriented guidance to regional management. See the following Classes of Records: PWC-10, 50, 60, 80, 90, 110 and 130.

Energy Management Directorate

The Directorate is responsible for the overall direction and co-ordination of the Energy Management activities of Public Works Canada. These range from energy conservation in existing buildings to the development and use of newer techniques of energy production (solar heating, wind, etc.) in both new and existing facilities. This Directorate is also responsible for ensuring that any programs related to the use of energy resources on a day-to-day basis are being effectively implemented - (e.g., conservation and re-use of materials). See the PWC-60, 110 and 130 Classes of Records.

Contract Policy and Administration Directorate

The Directorate is responsible for the development, recommendation and implementation of guidelines and procedures as they relate to the management and administration of all types of PWC contracts. See the following Classes of Records: PWC-10, 60 and 130.

Operational Planning Directorate

This Directorate is divided into three units: Planning Analysis, which formulates the Department's Multi-Year Operational Plan, Budget-Year Operational Plan and Current-Year Operational Plan, monitors activities and develops strategies for each PWC Program and provides ad hoc program analysis on request from the Minister and Executive Committee; Performance Analysis, which develops and implements an Operations Performance Indicators System in support of both regional and national operations and measures and reports on the operational performance of operational plans and programs; and Systems Support, which directs the development and implementation of the systems to provide the information required for the management of the national and regional operations of the Department and the delivery of client program requirements. See PWC-60 and 80.

Manuals

- Performance Indicators Manual

- Planning Manual
- Programming Manual

Design and Construction Branch

Special Services Directorate

This Directorate provides branch professional staff with advice and support in the areas of management practices, financial and personnel planning, business systems and general administration.

Design and Construction Services Directorate - Transportation Division

The Division of the Design and Construction Directorate is responsible for all activities relating to transportation works, such as transportation structures (bridges) and highways under the jurisdiction of Public Works Canada on a national scale. It is also responsible for the planning and implementation of technical and administrative policies standards and guidelines relating to the field of transportation as it pertains to PWC. See the following Classes of Records: PWC-50 and 60.

Marine Division

The Division is responsible for all aspects of marine construction, design, planning and engineering as required by Public Works Canada. It is also responsible for the development and co-ordination of the Marine Works programs funded by PWC and other government departments. See PWC-50 and 60.

Environmental Design Division

The Division provides professional services and support to Public Works Canada regional offices and other government departments in the fields of planning, urban design, landscape architecture, environmental analysis and the conservation of heritage structures. See PWC-50 and 60.

Buildings Division

The Division's responsibility is to establish a centre for the building product line in the Branch and the Department, through the provision of professional advice and support to regions, other branches, the department executive and other government departments. This responsibility requires the development of functional knowledge and suitable processes for its application, the assessment of product line organization and resources, and the monitoring of programs to ensure the achievement of satisfactory levels of building quality. See PWC-50 and 60.

Consultant Services Division

The Division is responsible, on behalf of the Department, for the negotiation of approvals through the Treasury Board of Canada, for entry into contract and development of new contracts in the field of engineering, architecture, construction and special consulting services. See PWC-50 and 60.

Technology Development Division

This Division manages special projects related to energy conservation, standards, systems, Government Master Specification development, technological planning, and technical documentation. See the following Classes of Records: PWC-40, 50, 60 and 110.

Engineering Technology Division

The Division provides technical expertise in the fields of thermography, civil, electrical and mechanical engineering. See PWC-50, 60 and 110.

Architectural and Building Sciences Division

This Division is charged with maintaining an adequate knowledge base on two areas: the building enclosure and the interior environment. To achieve this end, it identifies, acquires, develops and transfers the most appropriate and up-to-date technology for the design, construction, operation and maintenance of facilities. See PWC-50 and 60.

Solar Programs Division

This Division fosters the development of a viable, regional, Canadian solar industry through the purchase of active solar heating systems for use by government departments, agencies and Crown corporations. See PWC-50 and 60.

Project Management Technology Division

The Division has the prime responsibility and accountability for the acquisition, development and application of technologies and training related to the following professions: project management, cost planning, construction specifications, scheduling and construction quality assurance in the PWC fields related to design and construction. See PWC-50 and 60.

Finance and Administration Branch

Financial Operations Division

The Division directs departmental financial planning, resourcing negotiations with the Treasury Board of Canada, resource allocations, budgetary control and reporting, cash management and financial analysis.

Accounting Operations Division

The Division processes, records and reports on PWC financial transactions and accounting activities; develops, co-ordinates, monitors and evaluates departmental management accounting systems and structures, including a full cost disclosure system, in compliance with central agency and departmental policy or directives; supports all PWC travel and relocation programs and (in conjunction with Personnel) the Pay Administration System; produces Public Accounts year-end submissions; and ensures accountability for non-budget fiscal accounts. The Division provides related policy advice and feasibility assessments for departmental, interdepartmental and central agency committees.

Material Management Division

This Division is responsible for the acquisition, storage cataloguing, maintenance, inventory management, control and accounting, and distribution systems for all PWC materiel on stock and on distribution accounts, as well as Fleet Management (vehicles); and for disposal of surplus materiel. The Division issues relevant policies, guidelines, procedural directives, and user instructions related to these functions in accordance with Treasury Board and Supply and Services Canada policies and regulations.

Management Information Services Directorate

The Directorate is responsible for provision of a full range of electronic data processing (EDP) and professional computer systems services to support all activities of the Department. It is responsible for centralized development of all systems serving common national requirements, management of departmental databases and for central planning and control of all EDP in the Department. The Directorate also provides technical computing services in support of the Department's Professional and Technical program; and management science services to support departmental planners, analysts and managers.

Executive Secretary Branch

Administration Directorate

The Directorate is responsible for the provision of all administrative support services such as word processing, records management, forms, manuals and directives control, Parliamentary returns, executive correspondence control, security, safety, In-House Energy Conservation Program, Suggestion Award Program, and others. See the following Classes of Records: PWC-10, 110, 140 and 150.

Headquarters Financial Services Directorate

The Directorate provides financial, accounting, financial forecasting and reporting services (and procedures) for Headquarters Branches; advice on financial aspects or impacts of managerial decisions; and control of cash allotments, and manpower and financial resources used by responsibility centre managers. In addition, it acts as a focal point in discussions with Corporate Finance for submission of program forecasts, estimates and other financial information as required by central agencies, Parliament, etc.

Emergency Preparedness Directorate

The Directorate provides plans and preparations for control and regulation of construction and allocation of engineering and construction resources throughout Canada; plans and arranges to protect the population from the wartime effects of radioactive fallout and other weapons' effects; provision of emergency government facilities; and readiness plans (in peacetime and war). See PWC-20.

Public Relations and Information Services

The Directorate is responsible for developing public awareness and understanding of the roles, missions, activities, etc., of PWC; maintaining responsive relations with the Minister's Office; developing, implementing, maintaining, monitoring and evaluating communications programs and mechanisms addressed to PWC clients, public and internal users; assessing public feedback to PR and IS activities; maintaining professional relations and channels of communications with the media; maintaining liaison with public affairs and information services divisions in other government departments; and advising on the implementation of the Federal Identity Program.

Fire Commissioner of Canada

The Commissioner's Office is responsible for all fire prevention and fire safety programs for all federal government properties, including fire and explosion investigations; fire safety and property evacuation training for government employees; determination of fire protection engineering standards for building construction; advice to other government departments on related design, specifications and engineering standards; research in the fire protection field; monitoring and evaluation of the FCC functions nationally and directing regional actions; correlation and distribution of federal government fire loss statistics; and maintenance of liaison with national professional and technical fire protection associations. See PWC-70.

Equal Opportunity Programs Directorate

This Directorate is responsible to the Deputy Minister for four programs: Official Languages, Equal Opportunity Programs (EOP) for women, natives and people with handicaps. It develops policy and ensures its implementation through the production of plans. In particular, for Official Languages, it ensures the provision of necessary support and services for language training and the Official Languages Information System (OLIS). It provides the EOP procedural framework including monitoring, evaluation and status reporting on these programs.

Classes of Records

PWC-10
General Operations

Description: Information on Public Works Canada operational activities. *Topics:* Ceremonies and celebrations; contract administration; flags and flag poles; professional and technical services charging; client profiles; demand forecast system; postoccupancy evaluation; project delivery system; and project management. *Storage Medium:* EDP systems.

PWC-20
Emergency Preparedness

Description: Information on emergency preparedness activities in peacetime and war. *Topics:* Accommodation control; emergency government facilities; engineering and construction resources; exercises; increased readiness procedures; international liaison; peacetime emergencies; blast shelters; national shelter program blast and vulnerability reduction studies; provincial and community shelter plans; and surveys. *Storage Medium:* EDP systems, plans, photographs, maps, graphics, films, tapes, and microfiche.

PWC-30
Fine Art

Description: Information on The Public Works Canada Fine Art Program. *Topics:* Artists; paintings and portraits; rugs; tapestries and murals; sculptures and monuments. *Storage Medium:* photographs.

PWC-40
Specifications

Description: Public Works Canada Specifications and Canadian Government Master Specifications. *Topics:* Specifications - architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. *Storage Medium:* Microfiche.

PWC-50
Design and Construction

Description: Construction programs; construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires, electrical, mechanical, marine and civil engineering. *Storage Medium:* EDP systems, slides and film, brochures, microfilm, photographs.

PWC-60
Project Files

Description: Information on projects undertaken by PWC on work such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as work such as dredging, landscaping, paving, etc. *Topics:* Planning and design; consultants; tendering and contract award; construction; payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (also see PWC-30); materials and equipment. *Storage Medium:* Machine readable records, microfilm, microfiche, maps, plans, photographs, and specifications.

PWC-70
Fire Commissioner of Canada

Description: Information on the responsibility of the Fire Commissioner of Canada for fire safety in and around Government of Canada property. *Topics:* Fire protection; Fire Emergency Organization; fire orders and drills; inspections; promotion and development of fire safety; fire loss reports; false alarms; fire safety and equipment standards. *Storage Medium:* EDP systems, micofiche, films, slides, plans, specifications.

PWC-80
Accommodation

Description: Information on the provision of accommodation and related services to government departments and agencies. *Topics:* Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. *Storage Medium:* Machine readable records, maps.

PWC-90
Buildings and Lands

Description: Information on the provision of real estate services to government departments and agencies. *Topics:* Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; grants on properties; transfer and zoning of land. *Storage Medium:* Machine readable records, microfiche, drawings, plans, maps.

PWC-100
Property Development

Description: Information on federal land management. *Topics:* Development; area screening studies; comprehensive development framework studies; exclusive non-federal use projects; land use analysis and optimization studies. *Storage Medium:* Maps, plans, photographs.

PWC-110
Energy Conservation

Description: Information on the PWC Energy Conservation Program. *Topics:* Guidelines and standards; information exchange and cooperation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. *Storage Medium:* Machine readable records, photographs, cartographic and microform videotapes, disc storage.

PWC-120
Property Inventories

Description: Inventories of properties owned or leased by the federal government and its agencies. *Topics:* Inventories; Central Real Property Inventory; PWC Real Property Inventory. *Storage Medium:* EDP systems, microform records, maps, survey plans, photographs, prints, film.

PWC-130
Maintenance and Repairs

Description: Information on the operation, maintenance and general upkeep of buildings owned and leased by the Crown. *Topics:* Cleaning and caretakers' supplies; elevators; eating facilities; garbage disposal; grounds; historical monuments; housing; linen contracts; lock boxes; moving; tropical plants; open office landscaping; painting; parking; pest control; property management agreements; redecorating; roofs; studies and surveys; utilities; inspections. *Storage Medium:* EDP systems, maps, plans, photographs.

PWC-140
Safety

Description: Information on safety in federally controlled structures. *Topics:* Environmental safety; fire prevention and protection; standards. *Storage Medium:* EDP systems.

PWC-150
Physical Security

Description: Information on physical security in federally controlled structures. *Topics:* Bomb threats; building security; illegal occupation of government buildings.

PWC-160
Signs and Plaques

Description: Information on the Federal Identity Program and the design and development of standard signage. *Topics:* Identification of buildings; National Signage Program and its implementation.

PWC-170
Surplus Properties

Description: Information on the disposition of properties or structures which are surplus to the needs of government departments and agencies. *Topics:* Notice of excess Crown property; demolition; disposal; surplus properties and inquiries for real property. *Storage Medium:* EDP systems and microform records.

PWC-180
Municipal Grants

Description: Information on grants to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. *Storage Medium:* Maps, sketches, plans and photographs. Special Access Notes: Files are arranged by province and territory, with their taxing authorities in alphabetical order, moving from an easterly to a westerly direction.

PWC-190
Management Audit

Description: Audits - internal (financial, operational, EDP); audits by contract; general administration related to the Branch mandate.

Regional Economic Expansion

Background

The Department of Regional Economic Expansion (DREE) was created in 1969 to assist and encourage each region of Canada in realizing its economic and social potential. The department works to broaden reginal and local economic bases, expand production and employment opportunities and assist particular areas in dealing with problems of economic growth and social adjustment.

The Department is in the process of being reorganized as a result of a plan announced in early 1982. As part of this plan, a Department of Regional Industrial Expansion is to be created through the amalgamation of most of the regional programs of DREE with the industry, small business and tourism components of the Department of Industry, Trade and Commerce. Current DREE involvement in sectors other than industry will be transferred to other departments. A new central agency, the Ministry of State for Economic and Regional Development, is being created by the addition of regional policy and co-ordination functions to those of the existing Ministry of State for Economic Development. At the same time, the long-standing priority of assisting the disadvantaged regions of Canada is being enhanced by a government-wide focus on regional economic development.

Laws and Regulations

- Department of Regional Economic Expansion Act
- Regional Development Incentives Act and Regulations
- Appropriation Act No. 5, 1973-74
- Agricultural and Rual Development Act
- Prairie Farm Rehabilitation Act
- Area Development Incentives Act
- Maritime Marshlands Rehabilitation Act
- Atlantic Provinces Power Development Act
- Cape Breton Development Corporation Act

Organization

The Department of Regional Economic Expansion is fully decentralized with headquarters in the national capital region and several offices located across the country. This decentralized structure gives DREE a strong presence in the regions and enables close co-operation with the provinces in identifying and carrying out regional development activities. (It should be noted that as a result of the departmental reorganization referred to above, the organizational structure described below will be undergoing change.)

Headquarters

Three groups are located at headquarters: Planning and Co-ordination; Finance and Administration; and the Office of the Deputy Minister.

Planning and Co-ordination

Headed by an Assistant Deputy Minister, this group is divided into four branches.

- Analysis and Liaison undertakes economic and social analysis on an interregional, national and international basis; monitors initiatives proposed by the regions in terms of their national or interregional implications; and maintains liaison both within the department and with other departments to promote policy consistency.
- Project Assessment and Evalation conducts commercial and economic assessments of major regional initiatives. This major industrial project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the branch and from various private sector organization, along with economists specializing in the evaluation of the economic impact of major projects.
- Industrial Incentives provides policy guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial incentives matters concerning DREE or other departments. Of particular significance is its role in planning new incentives policies, and evaluating the impact of existing and related programs.
- Communications Branch is responsible for developing a national public information program; for providing specialized services and support of other units; and for ensuring co-ordination of the national, reginal and provincial public information components.

Finance and Administration

This group, headed by the Senior Assistant Deputy Minister, consists of five branches:

- Legal Services provides legal services for the benefit of the department including drafting of regulations, counsel and advice in criminal and civil matters. This unit also co-ordinates legal services provided to the department by Justice Headquarters and Justice Regional Offices.
- Personnel Services serves the department in all matters dealing with personnel administration. Services provided include classification, compensation, staff relations, staffing, staff training and development, manpower performance evaluation, bilingual programs and a personnel information retrieval system.
- Financial Services is responsible for department-wide financial issues, systems and procedures and, within the decentralized context of the department, provides financial management advice and guidance to regional and provincial offices.
- Administration and Technical Services is responsible for the development of monitoring of administrative policies, and for providing advice on administrative matters. In addition, the Branch provides for Headquarters a full range of specialized administrative services in such areas as material and property management, records management, contracts, submissions, text processing services, and library services.
- Management Information and Computer Services is responsible for obtaining user specifications, developing and operating computer related management information systems as well as providing programming support to the various analytical functions of Planning and Co-ordination.

Office of the Deputy Minister

In co-operation with the Assistant Deputy Ministers, the office of the Deputy Minister is responsible for matters such as parliamentary relations and the final preparation of correspondence for the signature of the Minister or Deputy Minister. It also provides general staff support to the Deputy Minister.

Regional Offices

Regional Offices oversee the planning, implementation and administration of all departmental activities in their respective regions. As such, they normally include the following components:

- Regional Development, which identifies industrial projects and major development opportunities throughout the region and works with other federal government departments, the provinces and private industry in attempting to realize them;
- Regional Analysis, which maintains an overview of regional economic circumstances;
- Industrial Incentives, which processes major incentives applications forwarded by the provincial offices;
- Program Co-ordination and Technical Services, which co-ordinates departmental activities among the various provinces of the region and provides technical advice;
- Administration and Program Services, which includes legal, financial, personnel, administrative and data services; and
- Regional Communications, which plans and implements regional public information programs and supports provincial information activities.

Provincial Offices

These offices are located in the provincial capital cities. In Ontario, where the regional headquarters and the provincial offices are combined in Toronto, many of the provincial office functions are performed by a major branch office in Thunder Bay.

Provincial offices generally include the following units:

- Development and Analysis, which works closely with the provincial government concerned in analyzing economic conditions and identifying and pursuing development opportunities in the province;
- Industrial Incentive, which processes all incentives applications for projects in the province;
- Financial and Administrative Services; and
- Communications.

Branch Offices

There are also a number of DREE branch offices located across the country. These offices service local needs and provide on-the-spot assessment of specific projects and activities.

Departmental Programs

The Department's mandate is carried out in large part through General Development Agreements, which are federal-provincial agreements outlining a basic strategy for regional development in each province; regional development incentives, which create opportunities for employment by encouraging business and industry to establish, expand or modernize their facilities in certain slow-growth areas; and other programs which provide assistance to areas requiring special measures.

General Development Agreements

Each part of Canada has its own set of development opportunities and problems: the needs and priorities of one region, even within a province, are not necessarily the same as those of another.

Recognizing this, in 1974 DREE and nine provincial governments entered into 10-year General Development Agreements (the GDAs). Each agreement outlines the broad objectives and opportunities for development in a particular province. (Prince Edward Island had already, in 1969, signed a 15-year Comprehensive Development Plan similar to the GDA.)

The GDA has been the principal instrument of DREE's regional development policy, not only in expenditure terms, but also as the primary means for co-ordinated planning and programming with the provinces in the search for viable economic development opportunities.

The GDA does not state specifically what has to be done, nor the means of doing it. Rather, it sets out areas of opportunity and concern, and is, in effect, an enabling document designed to permit the signing governments to identify and encourage particular economic development projects.

Each GDA provides for subsidiary agreements, which are specific in nature. In these the program details are defined: the objectives, cost, and means of implementation. Included also is provision for monitoring and evaluation to ensure consistency with the overall GDA objectives.

Subsidiary agreements are often co-signed, cost-shared, and co-managed by other federal departments in co-operation with DREE and the provincial governments concerned. In almost all cases, other federal departments aid in drawing up the agreements and defining initiatives.

Regional Development Incentives Program

DREE's second major development program is administered under the Regional Development Incentives Act (RDIA) and the Department of Regional Economic Expansion Act (DREE Act). The purpose of the program is to create jobs and to encourage capital investment. The program provides financial assistance in the form of incentive grants and loan guarantees to business and industry willing to establish, expand or modernize their facilities in certain designated regions of the country.

Under the DREE Act, a Montreal Special Area was created in 1977 aimed at stimulating investments in selected high-growth manufacturing industries. This program was amended in 1980 to cover a broader geographical area and to include the research sector as an eligible industrial activity.

Other Programs

Prairie Farm Rehabilitation Act (PFRA)

The Prairie Farm Rehabilitation Administration, with headquarters in Regina, Saskatchewan, began in 1935 and was incorporated into DREE when the department was established in 1969.

PFRA conducts ongoing projects to develop and promote improved water supply, tree culture, farming methods and land utilization in the low-precipitation areas of Manitoba, Saskatchewan and Alberta. These programs are designed to combat drought and soil drifting and to bring greater economic stability to these provinces.

PFRA operations represent a significant part of DREE activity in the prairie provinces.

Special ARDA Agreements

These agreements, entered into under the Agricultural and Rural Development Act (ARDA), involve special programs to ensure that rural residents, particularly those of native ancestry, are able to benefit from rural development programs in terms of increased employment and income, and better living conditions.

Special ARDA agreements are administered by a committee made up of representatives of the provincial or territorial government, the federal government, and native residents of the communities involved.

The Prince Edward Island Comprehensive Development Plan

This 15-year development agreement was signed by Canada and Prince Edward Island in 1969, under the authority of the Fund for Rural Economic Development Act.

The plan has provided for development programming in a number of economic sectors where opportunities exist, as well as for infrastructure and other types of support activities such as product and market development, land adjustment, community development, urban core redevelopment, school construction, and upgrading and expansion of the transportation system. In 1981, the federal government announced a three-year program for the economic development of P.E.I. The program includes a cost-sharing agreement with the province for the third and final phase of the Comprehensive Development Plan and a federal development strategy that provides for co-ordinated implementation of federal programs designed for P.E.I.

Magdalen Islands Special Area

Because of their regional remoteness, pronounced lack of raw materials and poorly diversified economy based mainly on fishing, the Magdalen Islands have a very high rate of chronic unemployment. In an attempt to stimulate economic growth in the islands, DREE has designed a development program, drawn up through the close co-operation of the local community and other federal departments. To reduce unemployment and slow down the exodus of people from the region, DREE will spend $13.8 million over a four-year period on various economic studies and fisheries, transportation and industrial development projects aimed at diversifying the economic base and creating stable jobs.

Other Initiatives

Investment Tax Credit

A regionalized investment tax credit system was introduced in the budget of 1977 to stimulate relatively more investment in the DREE designated regions. The 0program permits a deduction from federal tax in respect of the acquisition of qualified depreciable property to be used in manufacturing or processing, farming, fishing, logging, production of minerals, oil and gas and the storage of grain. The investment tax credit rates are 20 percent of eligible investment in the Atlantic provinces and Gaspé regions, 10 percent in other designated regions and 7 percent elsewhere. Special credits apply to scientific research expenditures.

Special Investment Tax Credit

A 50 per cent Special Investment Tax Credit was announced in the October, 1980 federal budget on the recommendation of the DREE Minister. The credit is available mainly in those areas of the country that contain the five percent of the population suffering the most from high family unemployment and low per-capita income. It therefore complements the 10 percent and 20 percent federal investment tax credits available in other DREE-designated regions. The 50 percent credit applies to the eligible costs of assets acquired for use primarily in a manufacturing or processing activity, and it is claimed as a reduction of federal income tax payable.

Industry and Labour Adjustment Program (ILAP)

This program, which began in 1980, is a three year, $350 million interdepartmental undertaking directed to those communities suffering most from current problems of industrial adjustment. DREE has played an active role in the program through participation on federal committees responsible for the general administration of the fund, and membership on community adjustment committees which act as advisory bodies concerning community economic and social redevelopment needs. The purpose of ILAP is to promote industrial restructuring and labour adjustment in communities that have recently experienced large-scale industrial dislocation that has resulted in a significant increase in the level of community unemployment.

Local Economic Development Assistance (LEDA)

The Local Economic Development Assistance program was established in September 1980 to assist small and medium-sized communities experiencing slow growth and persistently high levels of unemployment to play a direct and active role in stimulating private sector employment through local enterprise. By the end of the 1980-81 fiscal year, the Ministers of DREE and Employment and Immigration had selected 13 communities across Canada for grants which will enable them to design detailed plans for local economic development. These communities are: Botwood, Newfoundland; Arichat, Nova Scotia; O'Leary, Prince Edward Island; Buctouche, New Brunswick; the Magdalen Islands, Maniwaki and Matapédia, Québec; Fort Frances and Kirkland Lake, Ontario; Brandon and Winnipeg, Manitoba; North Battleford, Saskatchewan; and Merritt, British Columbia.

General Information

The Department of Regional Economic Expansion makes available, on a continuing basis, considerable information to the public through several channels. These channels are open to receive and respond to informal requests for information, that is, requests which are not formal requests for records under the Access to Information Act. Chief among the informal channels of communications are:

- Departmental officials, who regularly provide information to the business community, the news media, etc.
- The Communications Branch, which conveys information about the department and its activities through news releases, publications, specialized promotional services, advertising and regular contact with the news media.
- The Departmental Library, which maintains a wide variety of publications and reference works. These include such things as books, periodicals, pamphlets and reports. The library is open for purposes of research to business people, members of the academic community at the graduate level or higher, and officials of the Department of Regional Economic Expansion and other federal government institutions. The library is located at:

Library
Department of Regional Economic Expansion
235 Queen Street, 3rd Floor West
Ottawa, Ontario
K1A 0H5

Telephone: (613) 992-4947

Regional, Provincial and Branch Offices

National Headquarters

235 Queen Street, 3rd Floor East
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Atlantic Regional Office

Assumption Building
770 Main Street, 14th Floor
P.O. Box 1210
Moncton, B.C.
E1C 8P9
Telephone: (506) 388-6400

Nfld. Provincial Office

90 O'Leary Avenue
P.O. Box 8950
St. John's, Nfld.
A1B 3R9
Telephone: (709) 772-4053

Branch Office
P.O. Box 730, Station A
Goose Bay Airport
Goose Bay, Nfld.
A0P 1S0
Telephone: (709) 896-2741

N.B. Provincial Office

Armstrong Building
590 Brunswick Street
P.O. Box 578
Fredericton, N.B.
E3B 5A6
Telephone: (506) 452-3103

Branch Office
Keystone Place
270 Douglas Avenue
Bathurst, N.B.
E2A 3Z6
Telephone: (506) 548-8907

P.E.I. Provincial Office

Confederation Court Mall
134 Kent Street
P.O. Box 1115
Charlottetown, P.E.I.
C1A 7M8
Telephone: (902) 892-8551

Branch Office
Waterfront Mall
98 Water Street
P.O. Box 126
Summerside, P.E.I.
C1N 4P6
Telephone: (902) 436-3118

N.S. Provincial Office

Queen Square
45 Alderney Drive, 11th floor
P.O. Box 1320
Dartmouth, N.S.
B2Y 4B9
Telephone: (902) 426-2018

Branch Office
Co-operators Building
66 Wentworth Street, Main floor
Sydney, N.S.
B1P 6T4
Telephone: (902) 539-1842

Quebec Regional Office

Stock Exchange Tower
800 Place Victoria
P.O. Box 247
Montreal, P.Q.
H4Z 1E8
Telephone: (514) 283-7907

Quebec Provincial Office

Claridge Building
220 Grande Allée E., Suite 820
Quebec, P.Q.
G1R 2J1
Telephone: (418) 694-4790

Branch Offices

170 St. Joseph Street South
Alma, P.Q.
G8B 3E8
Telephone: (418) 668-3084

Place de Québec
888 3rd Avenue
Val d'Or, P.Q.
J8P 5E6
Telephone: (819) 825-5260

180 Gouverneurs, 3rd Floor
Rimouski, P.Q.
G5L 8G1
Telephone: (418) 722-3282

1335 King Street W., Suite 401
Sherbrooke, P.Q.
J1J 2B8
Telephone: (819) 565-4264

225 Des Forges Street, 2nd floor
Pollack Building
Trois-Rivières, P.Q.
G9A 2G7
Telephone: (418) 374-5544

Place du Centre
150 Marchand Street, Room 502
Drummondville, P.Q.
J2C 4N1

Telephone: (819) 478-3333

Ontario Regional Office

55 St. Clair Avenue E., 7th floor
Toronto, Ontario
M4T 1M2
Telephone: (416) 966-6004

N.W. Ontario District Office

Court Holding Building
233 South Court Street
Thunder Bay, Ontario
P7B 2X9
Telephone: (807) 344-6411

N.E. Ontario District Office

Royal Bank Tower
128 Larch Street, Suite 603
Sudbury, Ontario
P3E 5J8
Telephone: (705) 675-0711

Western Regional Office

Bessborough Tower, Room 814
601 Spadina Cres. E.
Saskatoon, Saskatchewan
S7K 3G8
Telephone: (306) 665-4400

Northwest Territories Office

Precambrian Building, 10th floor
P.O. Bag 6100
Yellowknife, N.W.T.
X1A 1C0
Telephone: (403) 873-6225

Manitoba Provincial Office

400-3 Lakeview Square
P.O. Box 981
Winnipeg, Manitoba
R3C 2V2
Telephone: (204) 949-4090

Branch Office
Evergreen Place
74 Caribou Road
Thompson, Manitoba
R3N 0L3
Telephone: (204) 677-9890

Alberta Provincial Office

Cornerpoint Building
10179 - 105th Street, 4th floor
Edmonton, Alberta
T5J 1E2
Telephone: (403) 420-3325

Saskatchewan Provincial Office

1955 Smith Street, 4th floor
Regina, Saskatchewan
S4P 2N8
Telephone: (306) 359-6110

Branch Office
4-184 South Industrial Drive
P.O. Box 2407
Prince Albert, Saskatchewan
S6V 7G3
Telephone: (306) 763-6844

Prairie Farm Rehabilitation Administration

DREE
Motherwell Building
1901 Victoria Avenue
Regina, Saskatchewan
S4P 0R5
Telephone: (306) 359-5070

B.C. Provincial Office

Bank of Commerce Building
1175 Douglas Street
Victoria, B.C.
V8W 2E1
Telephone: (604) 388-0198

Branch Office
706 Permanent Tower
299 Victoria Street
Prince George, B.C.
V2L 5B8
Telephone: (604) 562-4451

Yukon Office

301-108 Lambert Street
Whitehorse, Yukon
Y1A 1Z2
Telephone: (403) 668-4655

Access Procedures

Persons wishing to exercise their rights under the Access to Information Act for records under the control of the Department are required to submit their requests to the Co-ordinator, Access to Information and Privacy. All such requests should be made in writing to:

The Co-ordinator
Access to Information and Privacy
Department of Regional Economic Expansion
235 Queen Street, 3rd floor East
Ottawa, Ontario
K1A 0H5
Telephone: (613) 996-0464

Industrial Incentives Branch Operational Planning Division

The Division provides guidance on the planning and operation of the Regional Development Incentives Program (RDIP) as well as policy advice on industrial matters concerning DREE or other Departments, issues operational guidelines for the RDIP and monitors adherence across the country.

Manuals

- Regional Development Incentives Program Manual - Vol. A.1
- Departmental Incentives Data System Operations Manual

Classes of Records

DREE-10
Incentives

Description: This class covers information relating to planning and operation of the Regional Development Incentives Program (RDIP) and policy advice on industrial incentives matters concerning DREE and other Departments. *Topics:* Policy; Operating Guidelines; Legislative Reviews; Designated Regions; Industrial Promotion; Requests for Assistance; Departmental Incentives Data System (DIDS) detailing disposal of individual incentives applications; Double Depreciation for New Products. Special Access Note: Computer system (DIDS) arranged by company on individual name, province, location and standard industrial classification.

DREE-20
Incentives - Operational Planning

Description: This class covers information relating to development, implementation, monitoring, evaluation and modification of the decentralized incentives program. *Topics:* Research, surveys and studies relating to impact of incentives programs completed, rejected or discontinued projects, equity investment; Assessment of Industrial Policies; Program Proposals; Program Monitoring; Program Evaluation; Special Investment Tax Program.

Incentives Evaluation and Loan Guarantees Division

The Division reviews incentive case files, including loan guarantees and is responsible for all recovery actions involving incentives cases which fail to meet statutory requirements or other conditions.

Manuals

- Regional Development Incentives Program Manual - Volume A.1

Classes of Records

DREE-30
Incentive Case Files

Description: This class covers information relating to individual applicants for grants and repayable development incentives from the initial application to the final decision. *Topics:* Application Forms; Letters of Offer; Letters of Acceptance; Letters of Withdrawal; Status Reports; Audit Reports; Decisions; Correspondence with Applicant; Other Sources of Information. Special Access Notes: Individual case files under the Regional Development Incentives Act (RDIA) created and retained in provincial offices where application initiated; individual case files under the old Area Development Incentives Act (ADIA) retained at Headquarters.

DREE-40
Incentives - Loan Guarantees

Description: This class covers information relating to loans to industries from selected lending institutions, guaranteed by the Department. *Topics:* Policy; Provincially Sponsored Projects; Lending Institutions; Prospective Applicants; Individual Loan Guarantee Case Files including application forms, status reports and correspondence with applicants; Loan Guarantees Summaries and Reports. Special Access Notes: Individual loan guarantee case files created and retained in Headquarters.

DREE-50
Incentives - Recovery

Description: This class covers information relating to a collection of debts due to the Crown from contraventions to the Regional Development Incentives Act (RDIA) or the Area Development Incentives Act (ADIA) and the Regional Economic Expansion Act, as well as a collection of repayable incentives. *Topics:* Deletion of debts due to Crown; Statistical reports and summaries of RDIA and ADIA case load of recovery cases. Special Access Notes: Correspondence regarding individual recovery cases is placed on the inventive case files which are located in the Provincial offices.

DREE-60
Regional Development Incentives Advisory Board

Description: This class covers information relating to recommendations to the Minister concerning directives, guidelines and other instruments used in the administration and assessment of the individual incentives program, the disposition of specific loan guarantee applications and the disposition of specific grant application. *Topics:* Agenda; Minutes of Meetings; Operating Guidelines and Procedures; Weekly Status Reports.

DREE-70
Pulp and Paper Modernization Program Advisory Group

Description: This class covers information relating to the review, prior to ministerial approval, of all incentive recommendations of the joint federal-provincial management committee which administers the implementation of each pulp and paper modernization subsidiary agreement. *Topics:* Agenda; Minutes of Meetings; Operating Guidelines and Procedures; Recommendation Reports of Management Committee; Executive Summary Reports.

Prairie Farm Rehabilitation Administration (PFRA)

The Prairie Farm Rehabilitation Administration began in 1935 and was incorporated into DREE in 1969. It provides ongoing programs and projects to conserve and develop to soil and water resources of Manitoba, Saskatchewan and Alberta. These activities are designed to develop and promote improved systems of farm practice, tree culture, water supply and land utilization that will result in greater economic security for residents of the areas. PFRA is also responsible for the administration of the Agricultural Service Centres program for the development of water supply and sewage disposal systems in selected prairie communities and the implementation aspects of the Canada-Saskatchewan Interim Subsidiary Agreement on Water for Regional Economic Expansion and Drought Proofing.

Classes of Records

DREE-80
Agricultural Service Centres Agreements (ASCA) Program

Description: This class covers information relating to the provision of financial and technical assistance for the construction of municipal water and sewer facilities in designated communities in the prairie provinces. *Topics:* Policy; Agreements; Financial Planning; Implementation Committee; Loan Amortization Reports; Individual Project Files; Individual Service, Supply and Construction Contract file related to each individual project file.

DREE-90
Land Use Program - Community Pastures

Description: This class covers information relating to the operation and administration of PFRA community pastures relating to the conservation of land resources, the reduction of the impact of drought, the stabilization of western beef breeding herds, the improvement in the quality of beef cattle and the provision of supplemental grazing for farmers. *Topics:* Pasture Agreements; Agreements; Community Pastures on Indian Reserves and in NWT; Cattle Brands; Pasture Breeding Services; Wildlife Control; Control of Pests by the Application of Pesticides and Herbicides; Animal Health; Land Purchase Program; Pasture Improvements; Ecology and Preservation of Grasslands; Land Development Program; Dugout Excavation and Dugout Enlargement; Grazing Applications and Allotment Notices; Individual Service, Supply and Construction Contract; files related to each individual project file.

DREE-100
Water Development Program

Description: This class covers information relating to the provision of financial and technical assistance to individuals and communities for the development of water and land resources, the establishment of on-farm and community water supplies including dugouts, stockwatering dams and irrigation schemes as well as farm wells, the provision and distribution of tree seedlings and cuttings to farmers and government agencies. *Topics:* Community Wells Program, Agreements; Dugouts and Small Dams; Irrigation; Submissions for Community Projects; Farm Well Program; Individual Project files; Applications for Water Development Grants.

DREE-110
Engineering Services Projects

Description: This class covers information relating to the investigation, planning, design, construction and maintenance of various works pertaining to water development, irrigation and infrastructure programs in the prairie provinces, the provision of technical assistance to other federal departments and provincial governments with respect to water resource planning and management. *Topics:* Agreements; Community Wells Program; irrigation; drainage and flood control; dam maintenance; engineering assistance; safety inspection and investigation; individual project files; individual service, supply and construction contracts related to each individual project file.

DREE-120
South Saskatchewan River Project

Description: Information on the construction, operation and maintenance of the Gardiner and Qu'Appelle River Dams forming Lake Diefenbaker in accordance with an agreement between Canada and Saskatchewan dated July 25, 1958. *Topics:* Policy; agreement; damage claims and adjustments; educational arrangements; photography; publicity; inaugural ceremonies; water analysis; buildings and lands; equipment; finances; personnel; development boards; contracts; dams and reservoirs; irrigation; power facilities; recreational facilities; reports on climate, economics, engineering, power, soils and recreational features.

DREE-130
Southwest Saskatchewan Irrigation Projects

Description: Information on the construction of 27 water storage reservoir and six irrigation projects in southwest Saskatchewan. Four of the reservoirs have been turned over to the province while the remainder continue to be maintained and operated by PFRA. The irrigation projects are located at Consul, Eastend, Maple Creek, Rush Lake, Val Marie and West Val Marie. *Topics:* Assignments and agreement for sale of land; letters patent; drainage; leases; application for land; spring runoff records; land levelling; letters to debtors; individual project files; individual construction contract files related to the project files.

DREE-140
Alberta Irrigation Rehabilitation Program

Description: Information on the Alberta Irrigation Rehabilitation Agreement of 1973 providing for the transfer to Alberta of Canada's interest in the St. Mary and Bow River irrigation projects and for financial contributions by Canada for the rehabilitation of irrigation works in Alberta. *Topics:* Implementation Board; Agreements; Finance; Drainage; Irrigable Areas; Land; Individual project files; Individual Service, Supply and Construction Contracts; related to each individual project file.

DREE-150
Assiniboine River Diking Program

Description: This class covers information relating to the construction of a system consisting of about 160 km of dikes to control flooding along the Assiniboine River between la Prairie and Winnipeg and the operation and maintenance of these dikes. *Topics:* Advisory Board Agendas and Minutes of Meetings; Property and Land Committee of the Advisory Board; Saskatchewan Lands Tripartite Committee of the Advisory Board; Cost Sharing Committee of the Advisory Board; Land; Individual Service, Supply and Construction Contract files.

DREE-160
Demonstration Farm

Description: This class covers information relating to the operation of the Demonstration Farm at Outlook, Sask. which is a focal point within the South Sask. River Irrigation Project and where management techniques can be evaluated for a wide range of new and established crops. It provides specialized information to the agricultural industry on irrigation, drainage, special crops, fertilizers, weed control and special equipment. *Topics:* Vegetable Project Committee; Reports on Various Crops; Land.

DREE-170
Tree Nursery Program

Description: This class covers information relating to the operation of the Tree Nursery at Indian Head, Sask., established in 1902 by the Department of the Interior and transferred to PFRA in 1963. The program involves the production and distribution of tree seedlings for farmstead and field shelterbelt plantings throughout the prairie provinces. *Topics:* Water Supply; Roads and Utilities; Irrigation; Buildings; Landscaping; Domestic Water Agreement with Town of Indian Heads Land; Shelterbelts; Tree Distribution Policy.

Fund for Rural Economic Development Program (FRED)

This comprehensive rural development program consists of several development projects designed to promote the social and economic development of a special rural development area and to increase income and employment opportunities and raise living standards in the area, and that makes provision for participation by residents of the area in the carrying out of the program.

Classes of Records

DREE-180
Prince Edward Island Comprehensive Development Plan (07/03/69 to 31/03/84)

Description: This class covers information relating to the creation of conditions in which the people of P.E.I. can develop their own economic enterprises, raise per capital income and local equity and create jobs, while maintaining the unique island environment. *Topics:* Evaluation; Joint Federal-Provincial Advisory Board; Management Group; Agriculture; Land Use Planning; Surveying, Mapping and Land Titles; Soil and Water; Tourism and Recreation; Voluntary Institution Support Services; Forestry; Fisheries; Primary and Secondary Education; Post-Secondary Education; Adult Education and Vocational Training; Housing; Transportation; Urban Services and Development; Resource Highways; Collector Highway; Conversion of Single-Phase Power Transmission; Industrial Waste Disposal and Water Supply; Manufacturing and Processing; Market Development and Short Term Credit; Supply of Power; Administrative Development; Government Staff Development and Training; Public Education, Counselling and Community Involvement; Project case files under the programs.

DREE-190
Mactaquac, New Brunswick, Development Plan 1966-1976

Description: This class covers information relating to the development of recreational facilities and forestry by attracting private capital and assisting in vocational and technical training; and the development of a service and resource centre on the north bank of the Saint John River. *Topics:* Federal-Provincial Committee; Provincial Government Schools; Counselling; Land Bank; Resource Management; Recreation; Townsite Development-Nackawick; Industrial Site Development; Administration; Individual project case files under the programs.

DREE-200
Northeast New Brunswick Development Plan 1966-1976

Description: This class covers information relating to the creation of new productive jobs in industries such as forestry fisheries, mining and tourism and provision of assistance to facilitate social adjustment through improvements in educational facilities and training programs, housing, municipal and industrial infrastructure, and transportation facilities and services. *Topics:* Federal-Provincial Committee; Manpower Skill Training; General Counselling; Land Use Adjustment; Housing; Farm Land Improvement; Fisheries Development; Transportation; Recreation; Employment Opportunities; Industrial Development Services; Employment Development Activities; Industrial Infrastructure; Education; Urbanization; Social Adjustment Services; Land Ration, Consolidation and Development; Administration, Evaluation and Public Information; Ongoing Programs; Programs under the Original Agreement; Land Use; Project case files under the programs.

DREE-210
Development Plan for the Region of the Lower St. Lawrence, Gaspé and the Madeleine Islands

Description: This class covers information relating to the modernization of the basic traditional sectors: agriculture, fishing and forestry. The creation of new dynamic activities to absorb the man-power freed by the modernization of traditional sectors. The placing of infrastructure and a coherent institutional framework adapted to the requirements of a concrete policy for regional development. *Topics:* Development Committee; Land Rearrangement; Improvement of Agricultural Administration; Production Development; Secondary Rationalization; Forestry Rearrangement; Purchases of Seigniory and Concession Rights; Forestry Restoration and Retimbering; Development of Fishing Centres; Fishing Development; Co-ordination Group; Mine Access Roads; Mining Exploration; Touristic Stations and Halting-Places; Reception Structures; Salmon Rivers; Cultural Touristic Development; Regional Business Auto Development; Industrial Parks; Craftmen; Rationalization of Urban Structures; Urban Infrastructure; Housing Aid; Touristic Road System; Regional Road System; Ferry Boats; Transport Study; Rehabilitation and Valorization; Urban Incitement; Health Equipment and Social Services; Performance Structure; Consultation; Evaluation and Programming; Civil Servant Formation.

DREE-220
Manitoba Interlake Development Plan (16/05/67 to 31/04/77)

Description: This class covers information relating to the improvement of educational facilities, providing adjustment programs for agriculture and fisheries and development of some of the infrastructure of the area. *Topics:* Area Development Boards; Education; Manpower; Agriculture; Fisheries; Roads; Recreation; Industrial Park (Selkirk); Evaluation; Water Control; Farm Water Services; Land Clearing and Adjustment; Interlake Veterinary Clinics; Training; Project case files under the programs.

Special Areas Agreements Program

The Program acts as an indirect inducement to draw industry to existing and potential regional growth centres by providing the infrastructure required to make these centres more attractive locations.

Classes of Records

DREE-230
Newfoundland Special Areas and Special Highways Agreement

Description: This class covers information relating to the provision of infrastructures and social adjustments in designated slow-growth areas of the province of Newfoundland. *Topics:* Liaison Committee; St. John's; Come-By-Chance; Burin; Grand Falls - Gander; Stephenville; Corner Brook; Hawke's Bay - Port Au Choix; Happy Valley; Roads Outside Special Areas; Special Highways; Individual project case files.

DREE-240
Nova Scotia Special Areas and Special Highways Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Nova Scotia. *Topics:* Liaison Committee; Strait of Canso; Halifax-Darmouth; Highways; Special Highways; Individual project case files.

DREE-250
New Brunswick Special Areas Agreement (03/04/70 to 31/12/76) and Special Highways Agreement (01/04/71 to 31/03/75)

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of New Brunswick. *Topics:* Liaison Committee; Moncton; Saint John; Highways; Special Highways; Individual project case files.

DREE-260
Agreement with the Province of Quebec regarding Special Areas

Description: This class covers information relating to agreements conceived in order to carry out the programs of social recovery and the placing of infrastructures in the zones of weak-growth in the Province of Québec. *Topics:* Performance Committee; Development Committee; Sainte-Scholastique - zone of the new International Airport of Montreal; Saguenay - Lake St. John: Québec City; Trois-Rivières; Sept-Iles - Port Cartier; Individual project files.

DREE-270
Manitoba Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Manitoba. *Topics:* Liaison Committee; The Pas; Street Construction; Sewer and Water; Fire Protection; Schools; Public Buildings; Roads; Housing; Individual project case files.

DREE-280
Saskatchewan Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Saskatchewan. *Topics:* Liaison Committee; Meadow Lake; Individual project case files.

DREE-290
Alberta Special Areas Agreement

Description: This class covers information relating to the provision of infrastructure and social adjustment programs in designated slow-growth areas of the province of Alberta. *Topics:* Liaison Committee; Lesser Slave Lake; Individual project case files.

Agricultural and Rural Development Act (ARDA) 3rd Agreement (01/04/70 to 31/03/75)

The agricultural and Rural Development Act researches, formulates, implements and finances programs for the more effective use of lands; for the conservation and development of soil and water resources in rural areas; and for the development of new opportunities for increased income and employment and for improving standards of living for rural people.

Classes of Records

DREE-300
Canada-Newfoundland Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to assisting in the development of fishery promoting more efficient use and development of rural lands; assisting in the development and conservation of water supplies; improving of soil and helping people with related problems of adjustment. *Topics:* Joint ARDA Committee; Agriculture Support and Farmland Improvement; Other Primary Activities and Manufacturing; Tourism, Recreation and Wildlife; Soil and Water Conservation; Other Programs; Individual project case files under the program.

DREE-310
Canada-Nova Scotia Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committee; Agriculture Support and Farmland Improvement; Other Primary Activities and Manufacturing; Tourism, Recreation and Wildlife; Soil and Water Conservation; Other Programs; Individual project case files under the programs.

DREE-320
Canada-New Brunswick Rural Development Agreement (01/04/70 to 31/03/75)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion or more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committee; Agriculture Support and Farmland Improvement; Other Primary Activities and Manufacturing; Tourism, Recreation and Wildlife; Soil and Water Conservation; Other Programs; Individual project case files under the programs.

DREE-330
Canada-Quebec Rural Development Agreement (02/04/70 to 31/03/75)

Description: This class covers information relating to the rationalization of land usage; the conservation and exploitation of water and land resources; the creation of new employment possibilities; better revenue and the improvement of lifestyle for the rural population. *Topics:* Development Committee; Performance Committee; Agricultural Program; Forestry Program; Tourism Program; Mining Program; Industrial Infrastructure; Technical Assistance; Individual project files for each program.

DREE-340
Canada-Ontario Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/79)

Description: This class covers information relating to promoting economic development and alleviating conditions of social and economic disadvantages in certain rural areas of the province. *Topics:* Joint ARDA Committee; Research; Land Use and Farm Adjustment; Rehabilitation; Rural Development Field Services; Alternative Employment and Income Opportunities; Public Information Services; Individual project case files under the programs.

DREE-350
Canada-Manitoba Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committee; Farm Diversification; Community Affairs; Farm Water Services; Wilson Creek Watershed; Veterinary Clinics; Comprehensive Soil and Water Conservation; Groundwater Investigations; Grassland Sheep Management; Aquifer Recharge Research; Individual project case files under the program.

DREE-360
Canada-Saskatchewan Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies, improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committees; Land Use; Water Development; Human Development; Livestock Development; Individual project case files under the program.

DREE-370
Canada-Alberta Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint

ARDA Committee; Private Range Land Improvement; Public Range Land Improvement; Grazing Reserves Development; Forage Crop Improvement; Livestock Water Supply; Veterinary Clinics; Alternate Land Use; Forest Lands Improvement; Rural Information; Marketing Research; Evaluation; Individual project case files under the program.

DREE-380
Canada-British Columbia Rural Development Agreement (01/04/70 to 31/03/75 and 01/04/75 to 31/03/77)

Description: This class covers information relating to the creation of new opportunities for increased income and employment of people; the promotion of more efficient use and development of rural lands; the development and conservation of water supplies; improvement of soil and help to people with problems of adjustment. *Topics:* Joint ARDA Committee; Research; land Use and Farm Adjustment; Rural Development Services and Training; Soil and Water Conservation; Individual project case files under the program.

Agricultural and Rural Development Act (ARDA) - Special Agreement

The Special ARDA agreements involve special programs to ensure that rural residents, particularly those of native ancestry, are able to benefit from rural development programs in terms of increased employment and income, and better living conditions.

Classes of Records

DREE-390
Canada-Manitoba Special Rural Development Agreement (01/04/71 to 31/03/85)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Commercial Undertakings Program; Administration; Individual project case files under the programs.

DREE-400
Canada-Saskatchewan Special Rural Development Agreement (01/04/71 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry of rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; Administration; Individual project case files under the programs; Social Adjustment Measures; RElated Infrastructure.

DREE-410
Canada-British Columbia Special Rural Development Agreement (01/04/71 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Remote Rural Communities Program; Area Employment Training Program; Primary Producing Activities Program; Commercial Undertakings Program; Administration; Individual project case files under the programs.

DREE-420
Canada-Yukon Special Rural Development Agreement (05/06/78 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment Measures Program; Primary Producing Activities Program; Commercial Undertakings Program; Administration; Individual project case files under the programs.

DREE-430
Canada-Northwest Territories Rural Development Agreement (16/06/77 to 31/03/82)

Description: This class covers information relating to research, formulations, implementation, and financing of programs and projects designed to improve the standard of living and to create new opportunities for increased income and employment of people, particularly of Indian ancestry in rural areas. *Topics:* Special ARDA Committee; Related Infrastructure Program; Social Adjustment measures Program; Primary Producing Activities Program; Commercial Undertakings Program; Administration; Individual project case files under the programs.

Canada-Newfoundland General Development Agreement

The objective of this agreement is to increase the number and quality of long-term employment opportunities in Newfoundland and to improve access to those opportunities while permitting people to enjoy improved living standards.

Classes of Records

DREE-440
Highways - 1974-75 Subsidiary Agreement (28/05/74 to 31/03/75)

Description: This class covers information relating to highway investments required to improve the economic and socio-economic development of Newfoundland. *Topics:* Management Committee; Burgeo Road; St. Lawrence to Lawn; Bay d'Espoir Highway; Northern Peninsula Highway; La Scie Road; Individual project case files under the programs.

DREE-450
Fisheries Marine Service Centre Program Subsidiary Agreement (15/10/74 to 31/03/78)

Description: This class covers information relating to the more extensive and effective use of multi-purpose boat technology. *Topics:* Management Committee; Marine Service Centre at Durrell; Marine Service Centre at Wesleyville; Marine Service Centre at Harbour Grace; Marine Service Centre at Bonavista; Marine Service Centre at Old Perlican; Isle aux Morts Project; Port Union Project; La Scie Project; Fogo Island Project; Southern Harbour, Placentia Bay; Englee Project; Mobile Barge Facility; L'Anse au Diable Project; Flowers Cove Project; Burgeo Project; St. Mary's Bay Project; Hermitage-Fortune Bay West Project; Individual project case files under the programs.

DREE-460
Special Fish Plant Water System Subsidiary Agreement (23/05/75 to 31/03/78)

Description: This class covers information relating to help given to ensure quality maintenance of fish products, and to improve fish plant processing capacity. *Topics:* Management Committee; Water supply to fish plants: Port aux basques, Burnt Islands, Hermitage, Southern Harbour, St. Brides, Admiral's Beach, Valleyfield, Bay Bulls, New Harbour; Water supply to cannery and fish processing facilities - Little Bay Islands; Water supply to canneries - Newstead/Comfort Cove; Water supplies to fish handling facilities at various locations; Individual project case files under the programs.

DREE-470
Ocean Research and Development Subsidiary Agreement (23/05/75 to 31/03/80)

Description: This class covers information relating to simulating the development of marine technology and to foster the establishment of marine ice related industries and to insure that the business community becomes involved in marine resource development. *Topics:* Management Committee; NORDCO Limited; Individual project case files.

DREE-480
Highways 1975-76 Subsidiary Agreement (28/05/75 to 31/03/76)

Description: This class covers information relating to providing access to identified and potential resource development opportunities and reducing constraints on the realization of socio-economic development opportunities by improvements to the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Northern Peninsula Highway; Bay d'Espoir Highway; Baie Verte - La Scie; Individual project case files under the programs.

DREE-490
St. John's Urban Region Subsidiary Agreement (23/07/75 to 31/03/80)

Description: This class covers information relating to investments in the St. John's urban region to remove two major constraints to the development, and thereby permit growth of the urban region. *Topics:* Management Committee; St. John's Urban Region Water Supply; St. John's Harbour Arterial; Evaluation; Individual project case files under the programs.

DREE-500
Forestry Subsidiary Agreement (11/06/79 to 31/03/83)

Description: This class covers information relating to opportunities for expanding and diversifying Newfoundland's forest industries through the undertaking of labour-intensive forestry activities which will improve resource management. *Topics:* Management Committee; Acquisition of Forest Land; Forest Management; Harvesting and Utilization — Research and Development; Access Road Construction; Intensive Forest Inventories; Protection of Forest Resource; Forest Improvement; Administration of the Forest Resource; Site Rehabilitation; Stand Improvement; Cable Logging (Training); Company Projects; Evaluation; Individual project case files under the programs.

DREE-510
Gros Morne Park Area Development Subsidiary Agreement (28/05/74 to 31/03/81)

Description: This class covers information relating to the creation of new employment and income opportunities in the area through the development of the potential of the park and the insurance that local residents are able to take advantage of these opportunities. *Topics:* Management Committee; Planning Studies and Development Programs; Community Infrastructure; Road Construction; Technical Supervision and Related Expenses; Evaluation/Impact Studies; Individual project case files under the programs.

DREE-520
Highways - 1976-81 Subsidiary Agreement (22/05/76 to 31/03/81)

Description: This class covers information relating to the provision of access to identified and potential and resource development opportunities, and the reduction of constraints on the realization of other socio-economic development opportunities by improvements to elements of the transportation system. *Topics:* Management Committee; Burgeo Road; Bonavista North Loop Road; Bay d'Espoir Highway; Baie-Verte-La Scie Road; Northern Peninsula Highway; Harbour Breton Highway; Program Evaluation; Baie-Verte Area Roads; Individual project case files under each programs.

DREE-530
Planning Subsidiary Agreement (22/06/76 to 31/03/82)

Description: This class covers information relating to federal financial contributions to assist Newfoundland in obtaining external professional resources and provincial staff to enable both governments to plan and implement, more effectively, joint development initiatives. *Topics:* Management Committee; External Staff and Services; Provincial Staff; Individual project case files under the programs.

DREE-540
Inshore Fisheries Development Subsidiary Agreement (22/06/76 to 31/03/81)

Description: This class covers information relating to the increase per capita income of inshore fishermen in Newfoundland and the increased employment and productivity in the processing sector of the fishing industry. *Topics:* Management Committee; St. Barbes North Facilities Improvement; Water Supply Systems for Fish Plants; Inshore Fisheries Marine Service Centres; Program Evaluation and Development Planning Studies; Individual project case files under the programs.

DREE-550
Labrador Interim Subsidiary Agreement (03/12/75 to 31/03/81)

Description: This class covers information relating to the assistance to the municipality of Happy Valley-Goose Bay to maintain its socio-economic viability following the substantial reduction of U.S. military operations at Goose Bay airport. *Topics:* Management Committee; Wabush Industrial Park; North West River Bridge; Happy Valley-Goose Bay Economic Development Corporation; Student Dormitory at Happy Valley Vocational School; Auxiliary Sewage Collection System and Out Fall Facility; Street Improvement in the Town of Happy Valley; Town of Happy Valley Neighbourhood Improvement Program; Program Evaluation; Capital Projects; Investigation; Public Information; Capital Projects; Investigation; Public Information; Project Management; Individual project case files under the programs.

DREE-560
Mineral Development Subsidiary Agreement (17/12/76 to 31/12/81)

Description: This class covers information relating to the development of Newfoundland's mineral resources by upgrading geoscientific data by providing a comprehensive inventory of known deposits, and by developing policies for mineral resource management. *Topics:* Management Committee; Regional Mineral Potential Evaluation; Mineral Development Strategies; Mineral Resource Management; Program Evaluation; Individual project case files under the programs.

DREE-570
Tourism Development Subsidiary Agreement (22/02/78 to 31/03/81)

Description: This class covers information relating to promoting the expansion and development of the tourism industry and increasing the net benefits from tourism by extending the length of the tourist season, increasing tourism related employment and increasing tourism spending. *Topics:* Management Committee; Marketing; Attractions;

Package Tourism Development; Tourist Service Program; Accommodation; Planning, Co-ordination and Evaluation; Individual project case files under the programs.

DREE-580
Agriculture Development Subsidiary Agreement (14/07/78 to 31/03/83)

Description: This class covers information relating to supporting the growth of a viable agriculture industry through increased production, improvements in management and technical capabilities of farmers; improved marketing systems, effective land development and modern agricultural support services. *Topics:* Management Committee; Farm Development; Development Opportunities; Blueberry Industry Development; Marketing; Land-Use Planning; Land Development; Agricultural Facilities; Planning, Co-ordination and Evaluation; Individual project case files under the programs.

DREE-590
Rural Development Subsidiary Agreement (14/07/78 to 31/03/83)

Description: This class covers information relating to the strengthening and rentalizing of the rural sector of the province. *Topics:* Management Committee; Community Development; Rural Incentives; Crafts Industry Development; Program Evaluations and Information; Individual project case files under the programs.

DREE-600
Industrial Development Subsidiary Agreement (11/06/79 to 31/03/84)

Description: This class covers information relating to the development of employment opportunities; the development, expansion and increased efficiency of indigenous enterprises; the acceleration of the industrial development process in the province; the affecting of community infrastructure costs associated with the development of industrial and commercial enterprises. *Topics:* Management Committee; Country Road Industrial Park; Country Road Industrial Park Access Road; Stephenville Industrial Access Road; Program Evaluation; Individual project case files under the programs.

DREE-610
Stephenville Mill Conversion and Reactivation Subsidiary Agreement (11/06/79 to 31/03/81)

Description: This class covers information relating to the participation in the conversion and reactivation of the former Labrador Linerboard Limited manufacturing facility to facilitate socio-economic development and to improve the standard of living in the Stephenville area. *Topics:* Management Committee; Individual project case files under the programs.

DREE-620
Forestry 1981-86 Subsidiary Agreement

Description: This class covers information relating to maintaining and increasing the contribution of the forestry sector to the provincial and national economies and promoting the increased utilization of the forest resources. *Topics:* Management Committee; Silviculture; Forest Access Roads; Forest Protection; Forest Resource Inventory and Planning; Forest Industries Development; Evaluation; Individual project case files under the programs.

DREE-630
Pulp and Paper Mill Modernization Subsidiary Agreement (01/06/81 to 31/03/85)

Description: This class covers information relating to improving the viability, efficiency and competitiveness of the Newfoundland pulp and paper industry. *Topics:* Management Committee; Evaluation; Individual case files on incentives to corporations.

DREE-640
Coastal Labrador Subsidiary Agreement (29/05/81 to 31/03/87)

Description: This class covers information relating to improving the quality of life in coastal communities; increasing access to employment and enabling residents to participate in, and benefit from, the long term development of the region. *Topics:* Management Committee; Transportation Services; Community Infrastructure; Human Resource Development; Investigation, Evaluation and Information; Individual project case files under the programs.

Canada-Nova Scotia General Development Agreement

The objectives of this agreement are to encourage the expansion of viabel, long-term employment opportunities, to promote optimum quality of life within Nova Scotia and increased earned incomes for its people; and to assist in the development of a dynamic and creative provincial economy which will encourage the growth and stability of economic activity in the province.

Classes of Records

DREE-650
Mineral Development Subsidiary Agreement (17/02/75 to 31/03/80)

Description: This class covers information relating to a program of mineral development planning, evaluation and surveying. *Topics:* Management Committee; Resource Development Planning; Mineral Resource Inventory; Mineral Evaluation Survey; Geological-Geochemical Survey; Laboratory Services; Program Management and Administration; Coal Resource Inventory and Evaluation; Individual project case files under the programs.

DREE-660
Interim Cape Breton Country Development Subsidiary Agreement (07/01/77 to 31/03/78)

Description: This class covers information relating to planning and promoting the accelerated economic and socio-economic development of industrial Cape Breton. *Topics:* Management Committee; New Point Aconi Road; Roads-Highway 4; Roads-Sydney Mines; Individual project case files under the programs.

DREE-670
Sydney Steel Corporation Assistance Program Subsidiary Agreement (23/12/77 to 31/03/79)

Description: This class covers information relating to the capital works program for SYSCO to maintain employment levels and for conducting a business planning and studies program to examine SYSCO, the steel industry and employment opportunities in Cape Breton. *Topics:* Management Committee; Capital Works; Business and Planning Studies; Individual project case files under the programs.

DREE-680
Metropolitan Halifax-Dartmouth Area Development (31/03/75 to 31/03/82)

Description: This class covers information relating to ensuring desirable development of downtown areas of the two cities, continued development of the harbour resource and increased industrial development. *Topics:* Management Committee; Halifax-Dartmouth Waterfront Development; The Gateway: The Port; Industrial Development; Industrial project case files under the programs.

DREE-690
Strait of Canso Area Development Subsidiary Agreement (31/03/75 to 31/03/82)

Description: This class covers information relating to stimulating the development of a major industrial concentration at the Strait of Canso. *Topics:* Management Committee; Strait of Canso Industrial Development Authority; Integrated Regional Planning; Community and Industrial Infrastructure; Individual project case files under the programs.

DREE-700
Agriculture Development Subsidiary Agreement (22/06/76 to 31/03/81)

Description: This class covers information relating to improving the viability and stability of the agriculture industry; maintaining existing and creating new employment opportunities; and expanding the output and productivity of underexploited component of the agriculture industry. *Topics:* Management Committee; Land Development; High-Energy and Protein Feed; Livestock Development; Horticulture; Special Development; Individual project case files under the programs.

DREE-710
Industrial Development Subsidiary Agreement (22/06/76 to 31/03/81)

Description: This class covers information relating to supporting the development of new employment opportunities; encouraging the development expansion and efficiency of indigenous enterprises and increasing the variety of employment opportunities available. *Topics:* Management Committee; Opportunity, Identification, Analysis and Promotion; Industrial Parks and RElated Infrastructure; Industrial Infrastructure; Public Information and Evaluations; SYSCO Capital Repair; Individual project case files under the programs.

DREE-720
Planning Subsidiary Agreement (22/06/76 to 31/03/82)

Description: This class covers information relating to undertaking studies and conducting planning to identify and analyze economic and socio-economic opportunities and developing strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; Physical and Resource Planning; Research and Studies to Investigate Development; Opportunities; General Development Planning; Individual project case files under the program.

DREE-730
Forestry Subsidiary Agreement (28/06/77 to 31/03/82)

Description: This class covers information relating to maintaining the existing employment based mainly on the softwood species and increasing employment opportunities and incomes in timber harvesting based on the hardwood species. *Topics:* Management Committee; Forest Management; Forest Industry Development; Support Services; Education, Public Information and Evaluation; Wood Salvage-Storage and Ancillary Forest Management; Individual project case files under the programs.

DREE-740
Tourism Development Subsidiary Agreement (28/06/77 to 31/03/82)

Description: This class covers information relating to creating employment opportunities and increasing incomes by further developing the tourism industry in Nova Scotia. *Topics:* Management Committee; Tourism Development - General; Tourism Development - Destination Areas; Individual project case files under the programs.

DREE-750
Energy Conservation Subsidiary Agreement (04/07/78 to 31/03/83)

Description: This class covers information relating to minimizing employment and income bases resulting from increases in energy prices; creating employment and income opportunities; developing plans and program for the Nova Scotia energy system; enhancing employment opportunities and be a stimulus to the development of a new development industry. *Topics:* Management Committee; Energy System Planning; Energy Opportunities; Load Management; Industrial Retrofitting; Co-generation and New Soft Technology; Pilot Projects; Testing Service; Public Information; Evaluation; Individual project case files under the programs.

DREE-760
Halifax Panamax Dry Dock Subsidiary Agreement (01/04/80 to 31/03/85)

Description: This class covers information relating to providing to the port of Halifax key marine infrastructure; maintaining and supporting the development of new employment opportunities in the shipbuilding and ship repair sector of the provincial economy; and increasing the ability of the port of Halifax to attract new marine services. *Topics:* Management Committee; Construction of a Panamax Dry Dock; Dock Mooring and Servicing Facilities; Ancillary Equipment for Ship Repair and Metal Fabrication; Evaluation; Individual project case files under the programs.

DREE-770
Assistance to Michelin Tires (Canada) Ltd. Subsidiary Agreement (07/06/80 to 31/03/88)

Description: This class covers information relating to enabling the company to employ the equivalent of an additional 1,850 persons; inducing the company to make new capital investment of approximately $400 million. *Topics:* Management Committee; Expansion and Establishment of Michelin Facilities; Evaluation; Individual project case files under the programs.

DREE-780
Pulp and Paper Modernization Subsidiary Agreement (23/05/81 to 31/03/84)

Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in Nova Scotia and encouraging the adoption of improved environmental protection measures by the industry. *Topics:* Management Committee; Evaluation; Individual case files on incentives to corporations.

DREE-790
Modernization of Facilities at the Sydney Steel Corporation (01/04/81 to 31/03/84)

Description: This class covers information relating to securing basic operations, reducing operating costs and improving productivity at Sydney, N.S. *Topics:* Management Committee; Evaluation; Coke Ovens; Blast Furnaces; Open Hearths; Rolling Mills; Environment Controls; Services; Individual project case files under the programs.

DREE-800
Ocean Industry Development Subsidiary Agreement (24/07/81 to 24/07/86)

Description: This class covers information relating to encouraging the growth of medium to high technology ocean manufacturing and service industries; and providing support for applied research and technology transfer. *Topics:* Liaison Committee; Sub-Committees; Federal Program; provincial Program; Evaluation; Individual project case files under the programs.

Canada-New Brunswick General Development Agreement

The primary objective of this agreement is to reduce the gap in earned income per capita between that province and Canada as a whole. A further objective is that per capita incomes should be raised while minimizing net migration from the province. To meet these objectives, the development strategy is aimed at achieving a faster rate of growth in provincial output by raising productivity, increasing the number of viable employment opportunities, and encouraging the development of a skilled and versatile labour force.

Classes of Records

DREE-810

Highways - 1974-75 Subsidiary Agreement (24/06/74 to 31/03/75)

Description: This class covers information relating to program to finance the construction of highway projects. *Topics:* Management Committee; Campbellton - Dalhousie Bypass; Bathurst Bypass to Belledune; Shediac North - Route 11; Shediac to Moncton; Caraquet-Chatham Bridge and Other Segments of New Highways; Individual project case files under the programs.

DREE-820

Forestry Subsidiary Agreement (15/10/74 to 31/03/82)

Description: This class covers information relating to the mounting of a comprehensive, province-wide forestry development program that would increase production of high-quality timber and expand the wood-processing industry. *Topics:* Management Committee; Forest Management; Resource Utilization; Manpower Development; Administration; Pilot Project; Resource Development and Accelerated Employment; Individual project case files under the programs.

DREE-830

King's Landing Historical Settlement Subsidiary Agreement (17/02/75 to 31/03/77)

Description: This class covers information relating to a program to finance the completion of King's Landing Historical Settlement in order to assist the province in attaining maximum economic and socio-economic benefits from the tourism sector. *Topics:* Management Committee; Completion of Historical Settlement; Individual project case files under the programs.

DREE-840

Industrial Development Subsidiary Agreement (17/02/75 to 31/03/80)

Description: This class covers information relating to joint participation in measures designed to expand, diversify and strenghten the manufacturing and processing activity in the province. *Topics:* Management Committee; Planning of Industrial Development; Regional Industrial Development; Assistance to Manufacturing Industry; Provision of Industrial Infrastructure; Individual project case files under the programs.

DREE-850

Saint John and Moncton Arterial Highways Subsidiary Agreement (17/02/75 to 31/03/81)

Description: This class covers information relating to the completion of work begun under earlier Special Areas agreements on arterial roads required to improve the transportation of goods and people within Saint John and Moncton. *Topics:* Management Committee; Saint John Throughway; Wheeler Boulevard and Shediac Highway; Individual project case files under the programs.

DREE-860

Kent Region Pilot Project Subsidiary Agreement (17/02/75 to 31/03/81)

Description: This class covers information relating to pilot project which would assist residents of the Kent Region in developing and implementing projects in fisheries, forestry, agriculture, resource-based manufacturing, tourism and recreation in order to improve income and employment opportunities in the region. *Topics:* Management Committee; Resource Development and Technical Support; Infrastructure; Program Administration; Individual project case files under the programs.

DREE-870

Agricultural Development Subsidiary Agreement (17/02/75 to 31/03/78)

Description: This class covers information relating to joint participation in initiatives directed towards the attainment of maximum economic and socio-economic benefits from the agriculture resources of the province. *Topics:* Management Committee; Planning and Development; Development Opportunities; Entrepreneurial Development; Implementation Support Program; Individual project case files under the programs.

DREE-880

Miramichi Channel Study Subsidiary Agreement (17/02/75 to 31/03/75)

Description: This class covers information relating to the support of studies directed towards the determination of costs related to known benefits to be derived from the establishment and maintenance of a 26 foot navigation channel in the Miramichi River from Newcastle to the Gulf of St. Lawrence. *Topics:* Management Committee; Miramichi Channel Field Surveys; Individual project case files under the programs.

DREE-890

Planning Subsidiary Agreement (01/04/75 to 31/03/82)

Description: This class covers information relating to the provision of funds to acquire external staff and services to undertake studies and carry out the activities required to identify and analyze economic and socio-economic development needs and opportunities and to develop and implement strategies, programs and subsidiary agreements. *Topics:* Management Committee; General Development Planning; Research and Studies; Planning of Physical Development; Individual project case files under the programs.

DREE-900

Highways - 1975-76 Subsidiary Agreement (16/12/75 to 31/03/76)

Description: This class covers information relating to a program to finance the construction of highway projects. *Topics:* Management Committee; Moncton to Campbellton - Route 11; Plaster Rock - Renous Highway - Route 109; St. Léonard to St. Quentin - Route 17; Newcastle to Bathurst - Route 8; Individual project case files under the programs.

DREE-910

Tourism Development Subsidiary Agreement (16/02/75 to 31/03/80)

Description: This class covers information relating to programs designed to encourage development of the New Brunswick tourism sector in order to accelerate and realize the maximum net economic benefit to provincial residents through increased output and improved productivity in the sector. *Topics:* Management Committee; Essential Resource Services Program; Infrastructure Program; Individual project case files under the programs.

DREE-920

Highways - 1976-77 Subsidiary Agreement (24/06/76 to 31/03/77)

Description: This class covers information relating to a program to finance to completion the construction of highway projects begun under previous highways subsidiary agreements and to finance the construction of additional highway projects. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to Bathurst (Route 8); Rexton to Moncton (Route 11); Bathurst to Chatham (coastal Route 11); St. Léonard to St. Quentin (Route 17); Plaster Rock - Renous Highway (Route 109); Individual project case files under the programs.

DREE-930

Minerals and Fuels Development Subsidiary Agreement (24/06/76 to 31/03/82)

Description: This class covers information relating to the measures directed towards the attainment of maximum economic and socio-economic net benefits from the mineral resources of New Brunswick while ensuring the maintenance of a high level of environmental quality. *Topics:* Management Committee; Opportunity Identification; Opportunity Development; Individual project case files under the programs.

DREE-940

Highways - 1977-81 Subsidiary Agreement (01/04/77 to 31/03/81)

Description: This class covers information relating to community and area development through the provision of financial assistance for highway construction and to encourage development in the resource-based industry, secondary manufacturing and service industries. *Topics:* Management Committee; Campbellton-Dalhousie Bypass (Route 11); Belledune to Bathurst (Route 11); Chatham to St. Margarets (Route 11); Rexton to Shediac (Route 11); Coastal Route 11; Central Peninsula Access Roads (Route 360); Carry-Over Projects; Other Northeast Access Roads (Routes 8 and 17); Planning Provision; Individual project case files under the programs.

DREE-950

Northeast New Brunswick Subsidiary Agreement (23/06/77 to 31/03/82)

Description: This class covers information relating to increased application of programs which improve the utilization of human and physical resources and accelerate development. The programs are aimed at the creation of employment, earned income and economic activity. *Topics:* Management Committee; Industrial Development Program; Urban-Industrial Infrastructure Program; Resource Development Program; Human Resource Development Program; Special Housing Program; Management and Implementation Program; Individual project case files under the programs.

DREE-960

Development of Agricultural Resources Subsidiary Agreement (22/03/78 to 31/03/83)

Description: This class covers information relating to the contribution of agriculture and related sectors to provincial output, earned income and employment. *Topics:* Management Committee; Human Resource Development; Marketing and Industry Development; Agricultural Facilities; Agricultural Resource Development; Technology Transfer; Implementation, Evaluation and Public Information; Individual project case files under the programs.

DREE-970

Developing Regions Subsidiary Agreements (17/05/79 to 31/03/83)

Description: This class covers information relating to the acceleration of economic and socio-economic development through the application of federal-provincial programs which will improve the utilization of respective region's resources. *Topics:* Management Committee; Resource and Industrial Development; Municipal Development; Individual project case files under the programs.

DREE-980

Pulp and Paper Subsidiary Agreement (27/08/80 to 31/03/84)

Description: This class covers information relating to improving the viability and efficiency of the pulp and paper industry in New Brunswick. *Topics:* Management Committee; Pulp and Paper Modernization Program; Public Information and Evaluation Program; Individual project case files under the programs.

DREE-990

St. John Market Square Development Subsidiary Agreement (14/10/80 to 31/03/83)

Description: This class covers information relating to the revitalization of the downtown care area to the city of St. John; the inducing of private enterpreneurs to make substantial new capital investments and increasing employment opportunities in the city of St. John. *Topics:* Management Committee; Market Square Development; Individual project case files under the programs.

DREE-1000

Forestry Development Subsidiary Agreement (13/03/81 to 31/03/84)

Description: This class covers information relating to increasing the substainable supply of time in the most economical efficient manner possible and increasing provincial income by developing identified income generating opportunities. *Topics:* Management Committee; Silviculture Treatment Program; Forest Management, Planning and Development Program; Private Woodlot Management Program; Harvesting and Transportation Program; Evaluation and Public Information Program; Individual project case files under the programs.

Canada-Québec General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and consolidate employment in the traditional sectors; improve the standard of living; reinforce industrial and urban structure and promote the optimum development of the various regions; promote increased participation of Québeckers in their own development and promote balanced development in Québec in relation to the various regions of Canada.

Classes of Records

DREE-1010

Auxiliary Agreement - The Financing of the 1974-78 SIDBEC Expansion Plan (15/03/74 to 31/03/78)

Description: This class covers information relating to the increase by the company of its production capacity; the rationalization of its production methods; the diversification of its products; Canada and Québec financial support in the form of grants. *Topics:* Development Committee; Raw Material; Contrecoeur; Montreal; Other Plants; Administration Services; Executive Offices; Individual project case files under the programs.

DREE-1020

Auxiliary Agreement - Transport Development (15/09/74 to 31/03/84)

Description: This class covers information relating to the establishment of various road, railway, maritime and air transport infrastructures in order to connect the regions with strong growth potential and to increase the level of industrial and commercial exchanges. *Topics:* Development Committee; Management Committee; Highway 30 from Bourcherville to Tracy; Route 138 between Sept. Iles and Port-Cartier; Highway 10, 51 and 55 Sherbrooke-Drummondville; Highway 40 between Berthier and Pointe-de-Lac; Port Cartier Rail-Ferry; Routes 132 and 199; Highway 55 between Trois-Rivières and Shawinigan; Restoration of Route 117; Highway 70 between Alma and La Baie; Rapid Liaison between Montreal-Mirabel (A13 and A50); Individual project case files under the programs.

DREE-1030

Auxiliary Agreement - Industrial Infrastructures (26/03/75 to 31/03/84)

Description: This class covers information relating to industrial development by providing the community facilities and services required to encourage and facilitate the establishment of new enterprises in various regions of the province. *Topics:* Management Committee; Development Committee; Industial Parks; Fishery Parks; Punctual Interventions; Individual project case files under the programs.

DREE-1040

Auxiliary Agreement - Forest Development (26/03/75 to 31/03/84)

Description: This class covers information relating to the construction and improvement of forest access roads; intensive forestry development in order to maximize output per acre; the rationalization of timber allotment and the improved utilization of available timber; the improvement of competitive position of all parts of the forestry sector. *Topics:* Management Committee; Development Committee; Access Roads; Silviculture and reforestation; Studies; Individual project case files under the programs.

DREE-1050

Auxiliary Agreement - Setting up a bleached Kraft Pulp Mill at St-Félicien (21/04/76 to 31/03/80)

Description: This class covers information relating to the financing of the work program to enable Donohue St-Félicien Inc. to establish a bleached Kraft pulp mill at St-Félicien. *Topics:* Management Committee; Development Committee; St-Félicien Mill; Individual project case files under the programs.

DREE-1060

Auxiliary Agreement - Agricultural Development (29/03/76 to 31/03/82)

Description: This class covers information relating to the land reclamation on the Montreal Plain; land-use adjustment in the regions of Eastern Québec, Saguenay-Lac-Saint-Jean, Chibougamau and Abitibi-Témiscamingue as well as the gradual application of this program to other regions of the Province of Québec. *Topics:* Management Committee; Development Committee; Land-use adjustment; Reclamation of soils; Individual project case files under the programs.

DREE-1070

Auxiliary Agreement - Mineral Development (29/03/76 to 31/03/81)

Description: This class covers information relating to the activities to carry out to encourage mineral development in Québec by financing a program to promote mineral and petroleum exploitation, access to resources, mineral research and the rational exploitation of resources. *Topics:* Management Committee; Development Committee; Access to Mineral Resources; Geoscientific Studies - mines; Geoscientific Studies - petroleum; Valorization and Development; Individual project case files under the programs.

DREE-1080

Auxiliary Agreement - Industrial Studies - (29/03/76 to 31/03/77)

Description: This class covers information relating to the obtainment of outside personnel and services essential for completion of studies providing elements for developing or implementing policies; programs or projects relevant to the industrial sector of Québec. *Topics:* Management Committee; Development Committee; Industrial Studies; Individual project case files under the programs.

DREE-1090

Auxiliary Agreement - Industrial and Commercial Park (PICA) Mirabel Airport (18/06/76 to 31/03/82)

Description: This class covers information relating to the establishment of an industrial airport complex integrating the whole range of activities of a modern airport and the various means of transportation converging on it. *Topics:* Management Committee; Development Committee; Waste Waters Evacuation; Physical Development; Mirabel Downtown; Administration; Individual project case files under the programs.

DREE-1100

Auxiliary Agreement - Water Treatment Facilities for the Montreal Area (30/03/78 to 31/03/82)

Description: This class covers information relating to the supply of drinking water to the population of Montreal; future utilization of Rivière-des-Prairies, the Rivière des Mille-Iles and Lac Saint Louis for recreational purposes and sewage treatment dumped into the river upstream of the Sainte-Thérèse Island. *Topics:* Management Committee; Development Committee; Phase I; Phase II; Individual project case files under the programs.

DREE-1110

Auxiliary Agreement - Tourism Development (06/04/78 to 31/03/83)

Description: This class covers information to measures to increase the number of visitors to the province; a further development of Québec's cultural and historical heritage; exploitation and development of the wide range of attractions and diversities of its regions; the setting up of infrastructures appropriate to the regions. *Topics:* Management Committee; Development Committee; Tourism Promotion; Tourism Parks; Punctual Projects; Restoration of Place Royale; Restoration of Mills; Modernization of Museums; Tourist Stopovers; New Open-Air Centres; Improvement of Open-Air Centres; Development of Holiday Camps; Congress Centres; Ski Centres; Individual project case files under the programs.

DREE-1120

Auxiliary Agreement - Public Infrastructure (16/05/78 to 30/09/82)

Description: This class covers information relating to financial assistance to municipalities to enable them to pay for the public infrastructure essential to the execution of major industrial projects. *Topics:* Management Committee; Development Committee; Alma; La Baie; Saint-Félicien; Saint-Joseph-de-Beauce; Trois-Rivières; Gaspé; St-Henri de Lévis; Saint-Marie-Beauce; Gagnon; Hauterive; Havre-Saint; Val-d'or; Grande-Rivière; Dolbeau;Pierre; Port-Cartier; Sacré-Coeur; Sept-Iles; Schefferville; Jonquière; Cacouna; Parent; Sainte-Agathe-des-Monts; Havre-Saint-Pierre; Individual project case files under the programs.

DREE-1130

Auxiliary Agreement - The Modernization of the Pulp and Paper Industry (15/05/79 to 31/03/84)

Description: This class covers information relating to the restoration of the competitive position of the Québec's pulp and paper industry on the international market, by encouraging them to invest in modernization, by reducing manufacturing costs by rationalizing processing activities and by diversifying production by the installment of equipment for protecting the environment and conserving energy. *Topics:* Management Committee; Advisory Committee on Grants; Budgetary Increase; Sub-Committee on the Content of Canada and Québec; Report on Grants following the Agreement; Individual project case files under the programs.

DREE-1140

Auxiliary Agreement - Establishment of a Newsprint Mill at Amos (24/07/80 to 31/03/83)

Description: This class covers information relating to the establishment by Donohue-Normick Inc. of a newsprint mill at Amos and assistance to municipal corporations for the setting up of the required housing facilities. *Topics:* Management Committee; Development Committee; Newsprint Mill; Housing Facilities; Individual project case files under the programs.

DREE-1150
Auxiliary Agreement on the Société Inter-Port de Québec, 1981-84 (03/07/81 to 31/03/84)

Description: This class covers information relating to financial contribution of Canada and Québec in the administration of the society and the financial contribution of Inter-Port to the acquisition and development of industrial land and the establishment of industrial projects. *Topics:* Management Committee; Development Committee; Assessment; Inter-Port Management; Acquisition and development of industrial land; Industrial Projects; Individual project case files under the programs.

Canada-Ontario General Development Agreement

The function of this agreement is (a) to improve opportunities for productive employment and access to those opportunities, and to sustain existing employment opportunities in those areas and sectors of Ontario which, relative to other areas and sectors of the province, are in need of special measures in order to realize their development potential; (b) to encourage socio-economic development in those areas of the province requiring special initiatives to permit the residents to contribute to and participate in the benefits of economic development; and (c) to reinforce policies and priorities of the province for regional development within Ontario insofar as they pertain to the areas and sectors of the province identified in objective (a).

Classes of Records

DREE-1160
Cornwall Area Subsidiary Agreement (26/02/74 to 31/03/77)

Description: This class covers information relating to the creation of a long-term expansion in employment and income opportunities in the Cornwall area and improving the rate of the area's growth. *Topics:* Management Committee; Eastern Industrial Park; Canal Lands Development; West End Single Industry Site; Tourist and Recreation Area; Individual project case files under the programs.

DREE-1170
Northwestern Ontario Subsidiary Agreement (23/05/74 to 31/03/79)

Description: This class covers information relating to increasing the number and range of viable employment opportunities available in Northwestern Ontario. *Topics:* Management Committee; Community Infrastructure; Road Construction Program; Study Program; Kenora Area Infrastructure; Individual project case files under the programs.

DREE-1180
Dryden Development Infrastructure Subsidiary Agreement (24/03/75 to 31/03/77)

Description: This class covers information relating to the improvement in community services required to enable the town of Dryden to support new population growth and to perform its role as a focal point and service centre for economic development in the Patricia Region. *Topics:* Management Committee; Water System Improvements; Sewage System Improvements; Individual project case files under the programs.

DREE-1190
Interim Northlands Subsidiary Agreement (07/07/75 to 31/08/77)

Description: This class covers information relating to reinforcing social and economic elements supportive of economic activity and contributing directly to an improvement in the quality of life in all of Northern Ontario. *Topics:* Management Committee; Life Skills; Teaching Homemaker Skills; Recreation Area; Identification of Manpower Adjustment Study; Evaluation; Individual project case files under the programs.

DREE-1200
Northeastern Ontario Subsidiary Agreement (25/03/76 to 31/03/82)

Description: This class covers information relating to projects directed towards reinforcing the policies and priorities of the province and provision of financial assistance for approved projects aimed at alleviating constraints to the economic and social development of key population centres. *Topics:* Management Committee; Sudbury Area; Parry Sound Area; Timmins Area; North Bay Area; Individual project case files under the programs.

DREE-1210
Single-industry Resource Communities Subsidiary Agreement (18/10/76 to 31/03/81)

Description: This class covers information relating to broadening the economic base of communities; creating alternative employment opportunities; improving the living environment; strengthening the urban structure and encouraging and sustaining long-term resource developments. *Topics:* Management Committee; Kimberly-Clark Area; White River; Hornespayne Town Centre; Long Lake No. 77 Community Infrastructure; Individual project case files under the programs.

DREE-1220
Community and Rural Resource Development Subsidiary Agreement (07/12/77 to 31/03/83)

Description: This class covers information relating to strengthening the community structure of rural areas; improving the opportunities for long-term employment; and strengthening and diversifying the economic base of the rural areas by encouraging the development of alternative secondary industry. *Topics:* Management Committee; Upper Ottawa Valley; New Forests in Eastern Ontario; Kirkland Lake Area; Individual project case files under the programs.

DREE-1230
Forest Management Subsidiary Agreement (08/12/78 to 30/09/83)

Description: This class covers information relating to participation in measures to improve forest management and accelerated reforestation and private sector employment. *Topics:* Management Committee; Forest Access Roads; Silviculture Camps; Nursery Expansion; Soil Survey; Assessments; Individual project case files under the programs.

DREE-1240
Pulp and Paper Industry Facilities Improvement Subsidiary Agreement (15/05/79 to 31/03/84)

Description: This class covers information relating to programs of incentives for the pulp and paper industry in Ontario and promotion of policies which are supportive of good forest management, pollution abatement and modernization. *Topics:* Management Committee; Pulp and Paper Mill Pollution-Abatement Program; Pulp and Paper Mill Modernization Program; Consulting and Professional Services Program; Public Information and Evaluation Program; Individual project case files under the programs.

DREE-1250
Eastern Ontario Subsidiary Agreement (20/12/79 to 31/03/84)

Description: This class covers information relating to stabilizing the economy of eastern Ontario Region; diversifying the economic base of the region; increasing the utilization and development of the region's natural resources; ensuring availability of natural resources and attracting private investment in the region. *Topics:* Management Committee; Agriculture Program; South Nation River Basic Development Program; Forestry Program; Minerals Program; Tourism Program; Small Business Incentives Program; Analysis and Review Program; Individual project case files under the programs.

DREE-1260

Northern Rural Development Subsidiary Agreement (02/03/81 to 31/03/84)

Description: This class covers information relating to joint participation of Canada and the province in programs concerning the expansion and diversification of economic activities in the rural areas of Northern Ontario. *Topics:* Management Committee; Subcommittees; Agricultural Development; Natural Resource Development; Tourism Development; Rural Employment Incentives; Rural Industrial Infrastructure; Program Analysis and Review; Evaluation; Individual project case files under the programs.

Canada-Manitoba General Development Agreement

The objective of this agreement is to increase incomes and employment opportunities throughout Manitoba, thereby increasing opportunities for people to live in the area of their choice with improved standards of living; and to encourage socio-economic development in the northern portion of Manitoba to provide the people of the area with real options and opportunities to contribute to and participate in economic development, to continue their own way of life with enhanced pride and purpose and to participate in the orderly utilization of natural resources.

Classes of Records

DREE-1270

Interim Northlands Subsidiary Agreement (05/06/74 to 31/03/76)

Description: This class covers information relating to the formulation and negotiation of a long-term development strategy and the undertaking of certain programs and projects. *Topics:* Liaison Committee; Human Development and Community Services; Resources and Community Economic Development; Transportation and Implementation; Individual project case files under the programs.

DREE-1280

Planning Subsidiary Agreement (11/03/75 to 31/03/77)

Description: This class covers information relating to the studies for the identification and analysis of economic and socio-economic development opportunities in Manitoba and such planning as is required to develop strategies, programs and subsidiary agreements. *Topics:* Management Committee; Fiscal Year; Individual project case files under the programs.

DREE-1290

Mineral Exploration and Development Subsidiary Agreement (10/04/75 to 31/03/75)

Description: This class covers information relating to the effective management and assistance in maintaining an acceptable level of exploration activity in Manitoba. *Topics:* Management Committee; Base Metal Exploration; Uranium Reconnaissance Exploration; Regional Survey and Evaluation; Industrial Minerals Evaluation; Pigmatitie Mineral Exploration; Mineral Development Analysis; Individual project case files under the programs.

DREE-1300

Manitoba Northlands Subsidiary Agreement (01/04/76 to 31/03/81)

Description: This class covers information relating to the contribution and participation by the area people to the development of northern Manitoba continuation of their own way of life; the encouragement to the orderly utilization of the natural resources in harmoney with resource conservation. *Topics:* Resource and Community Economic Development; Human Development and Community Services; Transportation and Communications; Co-ordination and Pilot Action Research; Individual project case files under the programs.

DREE-1310

Industrial Development Subsidiary Agreement (01/04/75 to 31/03/83)

Description: This class covers information relating to encouraging industrial activities; developing industries in which Manitoba has advantages and supporting high-wage industries and industries which provide stable long-term employment. *Topics:* Management Committee; Industrial Process; Industrial Assistance; Industrial Infrastructure; Individual project case files under the programs.

DREE-1320

Tourism Development Subsidiary Agreement (01/04/79 to 31/03/84)

Description: This class covers information relating to strengthening and enhancing tourist destination areas and improving the productivity of the industry. *Topics:* Management Committee; Destination Areas; Productivity Measures; Individual project case files under the programs.

DREE-1330

Value-Added Crops Production Subsidiary Agreement (01/04/79 to 31/03/84)

Description: This class covers information relating to expanding economic production of value-added crops; improving the efficiency of the red-meat industry and expanding commercial services and processing of agricultural products. *Topics:* Implementation Committee; Investigations and Evaluation; Special Crop Products; Livestock Products; Related Productivity Measures; Individual project case files under the programs.

DREE-1340

Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement (30/05/80 to 31/03/82)

Description: This class covers information relating to improving the potential for economic and socio-economic and socio-economic development in Manitoba by alleviating the constraints imposed on economic performance by recurrent water shortages and droughts. *Topics:* Management Group; Drought Proofing Studies; Water Management Investigations; Water Supply Investigations; Multiple-Purpose Water Supply Projects; Sub-Regional Projects; Individual project case files under the programs.

DREE-1350

Winnipeg Core Area Subsidiary Agreement (04/09/81 to 31/03/86)

Description: This class covers information relating to providing employment opportunities; encouraging industrial, commercial and residential development, revitalizing the environment of the core area and facilitating participation of Winnipeg core area residents in development opportunities. *Topics:* Policy Committee; Management Board; Employment and Affirmative Action; Housing; Community Improvement Areas; Community Facilities; Community Services; Logan Industrial Development; North of Portage Redevelopment; CN East Yard; Historic Winnipeg Development; Neighbourhood Main Streets Development; Individual project case files under the programs.

Miscellaneous Programs and Agreements - Manitoba

These programs or agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country.

Classes of Records

DREE-1360

Gimli Agreement (01/09/71 to 30/11/73)

Description: This class covers information relating to assistance by the Government of Canada to the Government of the Province of

Manitoba for the development of the former Canadian Forces Base, Gimli into an industrial park and the development of a major recreational complex in the Gimli area. *Topics:* Liaison Committee; Marina Complex; Fishing Village; Trailer Park; Town Enhancement Cultural-Historical Attraction; Lake Front Development; Complementary FAcilities; Project Direction; Minerva Hall; Park Pavillion and Storage; Yacht Club; Picnic Tables; Library and Interpretive Centre; Museum Property; Sign and Advertising; Individual project case files under the programs.

Canada-Saskatchewan General Development Agreement

The objective of this agreement is to increase the aggregate economic growth of the provincial economy in order to increase employment opportunities; encourage balanced growth between rural and urban centres and help ensure a continuing, vibrant, dynamic society; to preserve and enhance the value of the province' natural resources and optimize the value added from processing and manufacturing of these resources; to diversify the province's economic base to reduce its dependency on primary production and thereby help stabilize the provincial economy; to increase the number, range and type of employment opportunities within the province in order to more effectively utilize the human resources of Saskatchewan; and to increase the opportunities for people in northern Saskatchewan to participate in the social cultural and economic life of the province.

Classes of Records

DREE-1370

Iron, Steel and Other Related Metal Industries Subsidiary Agreement (04/07/74 to 31/03/79)

Description: This class covers information relating to enhancing the viability of the existing iron and steel industry and expanding and diversifying iron and steel production in Saskatchewan. *Topics:* Steel Implementation Committee; Steel Development Group; Iron Ore Exploration; Related Studies and Administration Costs; Direct and Reduction Plant; Development and Expansion of Steel Facilities; Foundries and Related Metal Industries; Infrastructure; Individual project case files under the programs.

DREE-1380

Mineral Exploration and Development in Northern Saskatchewan Subsidiary Agreement (21/06/74 to 31/03/78)

Description: This class covers information relating to accelerating economic development, creating new job opportunities and increasing investment opportunities by encouraging utilization of the province's mineral resources. *Topics:* Management Committee; Regional Mineral Resource Planning; La Ronge-Wollaston Base Metal Exploration; Iron Ore Exploration; Uranium Exploration; Industrial Minerals Exploration; Reconnaissance Geoscience Surveys; Individual project case files under the programs.

DREE-1390

Interim Saskatchewan Northlands Subsidiary Agreement (01/04/74 to 31/03/77)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; encouraging the development of natural resources and providing the local residents with an opportunity to continue their own way of life. *Topics:* Management Group; Human Development and Community Services; Resources and Community Economic Development; Transportation and Communications; Implementation; Individual project case files under the programs.

DREE-1400

Planning Subsidiary Agreement (01/04/74 to 31/03/77)

Description: This class covers information relating to studies for the identification and analysis of economic and socio-economic development opportunities and the development of strategies, programs and subsidiary agreements. *Topics:* Management Committee; Studies - 1974-75 Fiscal Year; Studies

— 1975-76 Fiscal Year; Studies - 1976-77 Fiscal Year; Individual project case files under the programs.

DREE-1410

Qu'Appelle Valley Subsidiary Agreement (01/04/74 to 31/03/84)

Description: This class covers information relating to increasing the long-term productivity of the recreation and tourism resource base; increasing the benefits from utilization of this resource base and improving the management of the land and water resources of the Qu'Appelle Valley. *Topics:* Qu'Appelle Valley Management Board; Environmental Improvement and Management; Tourism and Recreation Development; Implementation; Individual project case files under the programs.

DREE-1420

Expand Facilities Used by Canadian Western Agribition and Mexabition Subsidiary Agreement (23/06/77 to 31/03/79)

Description: This class covers information relating to the diversification of western agricultural production into livestock; the insurance that the western Agribition continues to grow; and the improvement of Regina's capability to host trade shows and demonstrations. *Topics:* Management Committee; Construction, Conversion and Major Improvements; Individual projects case files under the programs.

DREE-1430

Interim Mineral Development Subsidiary Agreement (01/04/78 to 31/03/80)

Description: This class covers information relating to the evaluation of areas of the province identified in the 1974-78 program as requiring more work; undertaking basic geoscientific activities and undertaking new projects related to the mineral industry and northern development. *Topics:* Management Committee; Mineral Resource Planning; Geoscience Surveys; Peat Resource Study; Metallogenic Studies and Resource Evaluation; Underwater Scintillometry; Report Compilation and Printing; Individual project case files under the programs.

DREE-1440

Northlands Subsidiary Agreement (01/04/78 to 31/03/83)

Description: This class covers information relating to the provision of options and opportunities for the people of the area to participate in social and economic development; encouraging the development of natural resources and providing the northern residents with an opportunity to continue their own way of life. *Topics:* Management Group; Economic and Resource Development; Human Development; Transportation and Communication Development; Implementation, Program Review and Assessment; Public Information and Consultation; Individual project case files under the programs.

DREE-1450

Forest Development Subsidiary Agreement (17/05/79 to 31/03/82)

Description: This class covers information relating to the long-term development of the forest industry; the identification of industrial opportunities in forestry; the conduct of market and feasibility analyses; the application of known technology to existing or new industrial applications; the upgrading of forest management and silvicultural practices; the planification for the development of commercial forest areas; the improvement to the cost competitiveness of the industry and increasing total utilization of the forest resource. *Topics:* Management Board; Opportunity Identification and Technological Advancement; Forest Management and Silvicultural Practices; Forest Harvesting Logistics and Productivity Improvement; Implementation, Evaluation and Public Information; Individual project case files under the programs.

DREE-1460
Productivity Enhancement and Technological Transfer in Agriculture Subsidiary Agreement (17/05/79 to 31/03/82)

Description: This class covers information relating to the broadening and diversifying the agriculture base of the province; transferring of technology from applied research to form production; improving the efficiency of production and conversion of crops and increasing the level of value-added processing of crops and meats. *Topics:* Management Board; Crop Diversification and Technology Transfer; Productivity Improvement; Program Development, Public Information and Evaluation; Individual project case files under the programs.

DREE-1470
Interim Water Development for Regional Economic Expansion and Drought Proofing Subsidiary Agreement (01/04/79 to 31/03/82)

Description: This class covers information relating to improving the effectiveness of future water-management activities, providing analysis of the availability of and requirements for water; undertaking the construction of water supply and delivery schemes; reviewing and improving existing flood forecasting, warning and emergency activity programs. *Topics:* Management Group; Water Management Activities; Water Supply; Flood-Damage Reduction; Individual project case files under the programs.

DREE-1480
Planning 1979-84 Subsidiary Agreement (01/04/79 to 31/03/84)

Description: This class covers information relating to the undertaking of studies for the identification and analysis of economic and socio-economic development opportunities and the development of strategies, programs and subsidiary agreements pursuant to those opportunities. *Topics:* Management Committee; Economic Opportunity Studies; Urban Social Adjustment Studies; Community Planning and Mapping Studies; Core Redevelopment Studies; Individual project case files under the programs.

Canada-Alberta General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and access to those opportunities in areas or economic sectors of Alberta which, relative to other areas or sectors in Alberta, require special measures to realize development potential; to promote balanced development among areas of Alberta and to encourage the equitable distribution of the benefits of such development; and to reinforce the priorities of the province in respect to initiatives for its socio-economic development.

Classes of Records

DREE-1490
Northern Transportation Subsidiary Agreement (28/08/74 to 31/03/75)

Description: This class covers information relating to improving specified highways and other transportation facilities serving remote communities and areas with high proven resource development potential. *Topics:* Joint Committee; Highway Improvements; Bridge Construction; Right-of-Way Clearing; Airfield Improvements; Individual project case files under the programs.

DREE-1500
Northern Alberta Transportation Subsidiary Agreement (21/01/76 to 31/03/76)

Description: This class covers information relating to financial support for improvements to transportation facilities in support of industrial and socio-economic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; New Construction Roads and Bridges; Carry-Over Construction Roads and Bridges; Airstrip Construction; Individual project case files under the programs.

DREE-1510
Nutritive Processing Assistance Subsidiary Agreement (11/03/75 to 30/06/81)

Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint Committee; Development Assistance Program; Public Information and Technical Service Programs; Sheep Industry Development Program; Individual project case files under the programs.

DREE-1520
Interim Alberta North Subsidiary Agreement (01/04/74 to 31/03/78)

Description: This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities; community infrastructure improvements and service required and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; Life Improvement and Community Services; Community Economic Development; Planning and Management; Individual project case files under the programs.

DREE-1530
1976-79 Northern Transportation Subsidiary Agreement (01/04/76 to 31/03/79)

Description: This class covers information relating to providing financing for improvements to specified transportation facilities in support of economic and socio-economic development and in support of development of an efficient national transportation system. *Topics:* Joint Committee; Roads and Bridges Construction; Airstrip Construction; Individual project case files under the programs.

DREE-1540
Alberta North Subsidiary Agreement (01/04/77 to 31/03/82)

Description: This class covers information relating to providing options and opportunities for the people to contribute to and participate in the development of the region; initiating social and cultural amenities, community infrastructure improvements and services required and encouraging the orderly development of Northern Alberta. *Topics:* Joint Committee; Human Development; Community Services and Facilities; Community Services and Facilities - Indian Reserves; Social Adjustment and Professional Development; Community Economic Development; Individual project case files under the programs.

DREE-1550
Nutritive Processing Assistance Subsidiary Agreement (19/08/81 to 31/03/84)

Description: This class covers information relating to strengthening the economic viability of the small rural community; further processing in Alberta those nutritive products which have or may achieve a competitive position; and increasing the quality of life and net income available to rural residents. *Topics:* Joint Committee; Development Assistance; Research and Development Facilities Assistance; Public

Information and Technical Services; Individual project case files under the programs.

Canada-British Columbia General Development Agreement

The objective of this agreement is to improve opportunities for productive employment and access to those opportunities in areas or economic sectors of British Columbia which, relative to other areas or sectors of the province, required special measures to realize development potential; and to promote balanced development among areas of British Columbia and to encourage the equiptable distribution of the benefits of such development.

Classes of Records

DREE-1560
Northern Highways Subsidiary Agreement (28/08/74 to 31/03/75)

Description: This class covers information relating to improving specified highways serving remote communities and areas with high proven resource development potential. *Topics:* Joint Committee; Highway Construction; Highway Project; Individual project case files under the programs.

DREE-1570
Fort Nelson Subsidiary Agreement (23/09/75 to 31/03/78)

Description: This class covers information relating to provision of assistance to help alleviate the economic and social problems being experienced by the community for Fort Nelson. *Topics:* Implementation Committee; Water System Improvements; Sewage System Improvements; Individual project case files under the programs.

DREE-1580
Northern Highways Subsidiary Agreement (12/02/76 to 31/03/76)

Description: This class covers information relating to providing improved road or highway access to areas with resource development potential and improving the efficiency of the transportation system in northern British Columbia. *Topics:* Joint Committee; Prince George to Fort St. John; Kitwanga to Watson Lake; Terrace to Prince Rupert; Individual project case files under the programs.

DREE-1590
Northeast Coal and Related Developments Subsidiary Agreement (28/01/77 to 31/03/77 and 01/04/77 to 31/03/80)

Description: This class covers information relating to the identification and evaluation of the economics of the coal resources, the transportation options, the requirement for environmental protection, the financial implications, the labour force and training needs and the development in other sectors. *Topics:* Management Committee; Coal Resource; Transportation; Environmental Studies; Townsite/Community Development; Manpower/Human Resources; Economic and Financial Analyses; Individual project case files under the programs.

DREE-1600
Northern Highways Subsidiary Agreement (01/04/76 to 31/03/79)

Description: This class covers information relating to providing improved road or highway access to areas with resource development potential. *Topics:* Joint Committee; Highway Construction; Bridge Construction; Individual project case files under the programs.

DREE-1610
Industrial Development Subsidiary Agreement (08/07/77 to 31/03/82)

Description: This class covers information relating to encouraging greater sectoral and spatial diversification of economic activity in the Province of British Columbia. *Topics:* Industrial Development Committee; Research; Community Industrial Development; Industrial Assistance; Public Information; Individual project case files under the programs.

DREE-1620
Agriculture and Rural Development Subsidiary Agreement (01/08/77 to 31/07/82)

Description: This class covers information relating to the identification and exploitation of projects related to agriculture and rural development; expansion of employment in existing aspects of the agriculture and food-processing industry and improving the ability of the existing industries to sustain growth. *Topics:* Management Committee; Research, Planning, Training and Market Promotion; Coordinated Resource Management; Primary-Resource Development; Support Services and Community Development; Individual project case files under the programs.

DREE-1630
Travel Industry Subsidiary Agreement (17/10/78 to 17/10/83)

Description: This class covers information relating to the planification for utilization of unexploited and new initiatives; creation of employment opportunities; contribution to the growth and development of the travel industry; generating, encouraging and increasing travel and vacation time within B.C. and development long-term travel industry strategy. *Topics:* Management Committee; Travel Industry Studies and Planning; Travel Industry Organization; Travel Industry Upgrade; Travel Generators; Skiing and Related Facilities; Individual project case files under the programs.

DREE-1640
Intensive Forest Management Subsidiary Agreement (17/05/79 to 31/03/84)

Description: This class covers information relating to ensuring the long-term viability of the forest sector; strengthening the job-creating potential of the forest resource; increasing the wood yield from provincial forests and ensuring that the annual rate of harvest of this renewable resource is sustained and increased. *Topics:* Management Committee; Reforestation; Juvenile Spacing; Fertilization; Forest Protection; Implementation Contracts; Individual project case files under the programs.

DREE-1650
Ridley Island Road Access Subsidiary Agreement (26/11/80 to 31/03/82)

Description: This class covers information relating to providing industrial road access to the planned bulk commodity port facility on Ridley Island and facilitating economic development. *Topics:* Management Committee; Access Road and Railway Overpass Construction; Individual project case files under the programs.

Canada-Northwest Territories General Development Agreement

The objective of this agreement is to develop a comprehensive and coordinated strategy for socio-economic expansion and diversification in the Northwest Territories with emphasis on activities which will make ongoing contributions to residents of the Northwest Territories; to provide the opportunity for people of the Northwest Territories to assume an active role in the identification of development projects, so that a balance is achieved between wage-employment activities and those that support the traditional native economy; to establish a systematic approach towards providing people of Indian and Inuit ancestry with the opportunity to choose between a life based on traditional pursuits or on the wage economy, or a combination of the two; to provide necessary support for related social programs and physical development.

Classes of Records

DREE-1660
Interim Community Economic Development Subsidiary Agreement (14/04/79 to 31/03/81)

Description: This class covers information relating to assisting individuals and communities to participate in community affairs and development opportunities and assisting in the assessment, planning and development of resource-based and other opportunities for economic development. *Topics:* Management Committee; Tourism; Renewable Resources; Job Rotation; Community-Based Planning; Economic Development Planning; Economic Development Strategy; Administration and Review; Individual project case files under the programs.

Canada-Yukon Territory General Development Agreement

The objective of this agreement is to develop a comprehensive and coordinated strategy for socio-economic expansion in the Yukon, to provide the opportunity for Yukon people to participate fully in determining their own priorities and to assume an active role in planning and implementation of development projects; to establish a rational and systematic program of development which will ensure the viability of the Yukon economy; and to put into effect socio-economic development programs which will promote greater certainty and permanence in the Yukon economy, and to develop measures aimed at improving the position of native people and other disadvantaged groups in the Yukon economy.

Classes of Records

DREE-1670
Renewable Resource Development Subsidiary Agreement (04/04/79 to 31/03/82)

Description: This class covers information relating to ensuring the orderly development of Yukon resources and the participation by residents to the advantages of economic and employment opportunities associated with the development of these resources. *Topics:* Management Committee; Renewable Resource Information and Analysis; Tourism and Recreation Facilities; Resource Development Corporations; Monitoring and Evaluation; Individual project case files under the programs.

DREE-1680
Interim Tourism Development Subsidiary Agreement (14/02/80 to 31/03/82)

Description: This class covers information relating to diversification and stabilization of the Yukon economy through increased emphasis on the present tourism industry and the creation of additional employment opportunities and increase income from the further development of the tourism industry. *Topics:* Management Committee; Tourism Development; Research and Planning; Individual project case files under the programs.

Project Assessment and Evaluation Branch

This Branch conducts commercial, financial, business policy and economic assessments of major regional initiatives. This major project analysis is conducted by project teams comprised of financial, marketing and business strategy specialists from within the Branch and from various private sector organizations, along with economists specializing in the evaluation of the economic impact of major projects. Representative of the work of the Branch are studies on the semi-finished steel facility in Nova Scotia, pulp and paper modernization throughout Canada, development of coal deposits in British Columbia, and a zinc refinery in New Brunswick.

Classes of Records

DREE-1690
Project Records

Description: This class covers information relating to ongoing projects of industrial nature. *Topics:* General Correspondence; Meetings; Proposal Stage; Evaluation Assessment Phase; Financial Analysis; Economic Analysis and Reports relating to projects such as Manitoba Forest, Atlantic Power, Saskatchewan Steel Assessment.

Analysis and Liaison Branch

The Branch consists of three Divisions: Economic Development Analysis, which undertakes economic and social analysis on an interregional, national and international basis; Policy Analysis, which identifies and evaluates broad regional economic development issues; and Program Analysis and Liaison, which monitors initiatives proposed by the regions in terms of their national or interregional implications maintain liaison both within the department and with other departments to promote policy consistency.

Classes of Records

DREE-1700
Liaison and Briefing

Description: This class covers information relating to external and intra-departmental liaising and regular briefings for the Minister and senior management. *Topics:* Other government department programs, reports and critiques; participation in other government departments' committees; external liaison; foreign industrial prospects.

DREE-1710
Departmental Program Analysis

Description: This class covers information relating to analysis of DREE programs. *Topics:* Cape Breton Initiatives; Cost Sharing Arrangements for General Development; Agreements; Industrial Adjustments and Developments; Program Evaluation; Subsidiary Agreement Reports; Regional Disparities; DREE Expenditure by Electoral District; Native Programs; Regional Initiatives.

DREE-1720
Policy and Legislative Follow-up to the Strategic Overview

Description: This class covers information relating to strategic and tactical planning and detailed policy, program and legislative development. *Topics:* Regional Constraints; Regional Development Fund; Strategic Overview; Indian Benefits from Federal Government Employment and Regional Development Initiatives; community and Rural Economic Development; Business Assistance Program; Local Economic Development Assistance (LEDA); Legislation Review; Constitution.

DREE-1730
Tilting Other Government Department Policies

Description: This class covers information relating to substantive briefings on items for the Cabinet Committee on Economic Development and ongoing participation on inter-departmental committees.

Topics: New Fighter Aircraft Procurement; Canadian Patrol Frigate Program; Employment Development Fund; Government Procurement; Iles de la Madeleine; Shipbuilding Policy; Industrial Opportunity Program; Small Business Initiatives; Petrochemical Industry.

DREE-1740
Regional Strategies

Description: This class covers information relating to co-ordinating and participating in the preparation of federal and departmental regional development strategies. *Topics:* Strategic Overviews; Regional Strategies; Energy Consultation with Regions; Provincial Economic Development Strategies.

DREE-1750
Analytic Projects

Description: This class covers information relating to major analytic projects as backup for policy development and inter-departmental liaising. *Topics:* Tax Expenditures; Labour Market Gap Analysis; Initiatives to Promote High Technology Growth in the Regions of Canada; Natives; Linkages; Local Development Initiatives; Cluster Analysis; Major Projects; Energy Demand Analysis.

DREE-1760
Data Co-ordination

Description: This class covers information relating to maintaining and developing a data base on regional statistics and providing statistical analysis for headquarters, field offices, OGD's and other clients. *Topics:* Real Income Differential by Region, by Occupation; Provincial and Regional Data Directory; Changes in Investment by Region; Layoff in Ontario Communities; Employment Potential in Ontario; COMDAT 80; Bankruptcy Statistics; Employment and Unemployment by Province, Sex and Age Groups; Migration Rate by Age and Sex; Data Bank Franchise; Statistical Policy.

Ministry of State for Science and Technology

Background and Mandate

The Ministry of State for Science and Technology (MSST) was established by Order in Council in 1971. Its mandate is to formulate and develop policies with respect to:

- the most appropriate means whereby the Government of Canada may, through measures within its fields of jurisdiction, have a beneficial influence on the application and development of science and technology in Canada;
- the co-ordination of programs and activities regarding science and technology with other policies and programs of the Government of Canada; and
- the fostering of co-operative relationships with respect to science and technology with the provinces, with the public and private organizations, and with other nations.

In pursuit of this mandate, the three primary functions of the Ministry are policy formulation, service and information, supported by two additional functions: policy analysis and permanent programs.

The policy formulation function produces memoranda to Cabinet on subjects such as regional programs for research and development, procurement strategies, automotive research and development, contracting-out, federal support for university research and a planning framework for research and development.

The service function responds to requests from various science-based federal departments and involves chairing working groups, reviewing certain scientific activities and recommending management improvements. Examples include reviews of science-related budgets, co-ordination of federal space programs, and studies of topics such as forestry and ice-covered waters.

In the information function, the Ministry attempts to increase public awareness and to facilitate communication between government, industry and universities on a number of science issues.

The policy analysis function supports the policy formulation, information and service functions. Studies have covered such subjects as the relationship between research and development performances by Canadian and foreign-owned firms, and the transfer of technology from federal laboratories to industry.

The permanent programs include work in the international files: for example, the analysis of co-operative scientific arrangements between Canada and Third World countries. Another permanent responsibility is program review and assessment whereby the Ministry advises other federal departments on organizational matters and broad program content for science activities. The permanent programs function, like the policy analysis function, makes critical contributions to the policy formulation, service and information functions.

Organization and Responsibilities

The Ministry's three operational branches carry out these policy functions.

Government Branch has responsibility for Ministry projects which have a direct impact on government policies and activities involving scientific and technological issues. The Branch consists of three divisions, one to undertake special studies and projects, one to review and assess federal programs related to science and technology, and one to focus on international aspects of the Ministry's mandate.

University Branch has the responsibility of advising the government on policies concerning the federal support of university research through the Granting Councils and other federal departments and agencies. It also advises on policies concerning the involvement of university research in the pursuit of national objectives and the involvement of university researchers in the development of science policies. The Branch maintains formal channels of communication with the university community to ensure that these policies of consulation can be implemented. The Interdepartmental Committee on Space Secretariat is also included in this Branch.

The Industry Branch is responsible for developing and adapting policies for the support and encouragement of industrial research, development and innovation which, in turn, can enhance economic growth and productivity in Canada.

The Ministry's fourth Branch, Corporate Services, provides administrative support for the organization. Its responsibilities include personnel services, financial services, communications (preparation of speeches, publications and press releases, etc.), administrative services (accommodation, supplies, records and telecommunications), a library and computer services.

Publications

The Ministry publishes numerous reports relating to science, research and development in Canada, as well as brochures, speeches and press releases. Annual publications include Federal Science Activities and Federal Science Expenditures and Personnel. Science Notes is used quarterly. A series of Background Papers are produced on such topics as trends in the demand for highly qualified manpower, Canadian space program plans and performance of research by Canadian industry. A complete list, as well as individual publications, are available from the Communications Services Division (telephone (613) 995-3093).

General Information

The Ministry welcomes informal requests for information; these may be directed to:

Communications Services Division
Telephone: (613) 995-3093

Library
Telephone: (613) 996-8457

Space Documentation Centre
Telephone: (613) 593-5590

Access Procedures

All requests under the Access to Information Act should be addressed to:

Public Access and Privacy Co-ordinator
Ministry of State for Science and Technology
Martel Building
270 Albert Street, Room 1031
Ottawa, Ontario
K1A 1A1
Telephone: (613) 996-4341

Note: A division of Statistics Canada, the Science Statistics Centre, is located within the Ministry as it works closely with certain sections of MSST. The Science Statistics Centre makes use of the Ministry,s computer facilities for certain classes of records but is entirely responsible for the contents of these records which are listed under the Statistics Canada entry to this index.

Classes of Records

MSST-10
Science and Technology

Description: Information on any subject of a scientific nature with national policy development implications. *Topics:* Agriculture; aid and assistance - foreign; associations, clubs, societies, councils; astronomy; astrophysics; biology; botany; chemistry; economics; electronics; energy; environment; medical; government departments and agencies; physics; psychology; radiobiology; research institutes; and international science co-operation.

MSST-20
Committees

Description: Information used to co-ordinate the overall government policy on science and technology. *Topics:* Advisory Committee on Northern Development; environment committees; North Atlantic Treaty Organization committees; Organization for Economic Co-operation and Development committees; and space committees.

MSST-30
Conferences, Meetings, Symposia and Seminars

Description: Records of correspondence on agendas, notices, minutes of meetings, proceedings, memberships, etc. *Topics:* Conferences (scientific and technological); associations; governments (international, national); industries; and universities.

MSST-40
United Nations General Assembly Matters

Description: Information on the General Assembly and related activities, Economic and Social Council, specialized agencies and educational, scientific and cultural organizations, etc. *Topics:* United Nations Economic and Social Council and related activities; United Nations Educational, Scientific and Cultural Organization; United Nations specialized agencies and related activities.

MSST-50
Statistical Report Files

Description: Machine readable files used in the preparation of reports by MSST policy branches and the Science Statistics Centre of Statistics Canada. Unless the reports are updated periodically, the relevant files are normally deleted shortly after a report is complete. *Topics:* Statistics relating to science and technology (specific topics may vary from time to time). *Storage Medium:* Magnetic tape.

Government Branch

Classes of Records

MSST-60
Federal-Provincial Co-operation

Description: Co-operation and liaison activities with other federal government departments, agencies and provinces; and Canada's international bilateral and multilateral relations in areas of mutual interest for potential collaboration, etc.

MSST-70
Federal Government Institutions

Description: Co-operation and liaison between federal government departments and agencies, including Science Council and National Research Council which report to Parliament through the Minister of State for Science and Technology.

MSST-80
North

Description: Scientific and technological information on Northern Canada and Arctic U.S.A.. *Topics:* MacKenzie Valley Pipeline Inquiry; Maple Leaf Project; Northern Arctic; offshore drilling and Beaufort Sea; research and development; and science and technology projects - inventory 1975-76.

MSST-90
Oceans

Description: Scientific and technological information on oceans. *Topics:* Buoys; ice-covered waters; mining; ocean industry; and ocean resource management program.

MSST-100
Program Review and Assessment

Description: Information on budgetary process on matters with a significant science and technology content and evaluation and advice on annual science and technology programs of federal departments and agencies. *Topics:* Briefings; departmental science budgets; and thrust areas and overviews (budgets).

MSST-110
Main Estimates Science Addenda

Description: Annual Survey results (confidential unit published) used to produce the yearly MSST publications Federal Science Activities and Federal Science Expenditures and Personnel, various specialized reports, and to up-date the Statistics Canada federal government historical science series. Used within the Ministry as a working tool for presentation of information notes and to advise on policy development. *Topics:* Statistics on federal expenditures and manpower devoted to research and development and science and technology activities in the natural and human sciences. *Retrievability:* Expenditure data by activity, performer, departmental program; Data by application area are also available; personnel data by occupational category and departmental program.

MSST-120
Multi-Year Operational Plans - Science Addenda

Description: Annual survey results used for the preparation of Cabinet memoranda and other briefings by and for other departments and agencies, on scientific research and development resource allocations. *Topics:* Statistical data on approved or proposed expenditures on science and technology, research and development for both natural and human sciences.

MSST-130
Science Co-operation International

Description: Information on the development of Canada's international relations in science and technology including science and technology agreements, co-ordination of missions, visits to and from various countries, science co-operation; etc. *Topics:* Agreements, pacts, treaties; international studies and surveys; and visits by dignitaries from and to foreign countries.

Industry Branch

Classes of Records

MSST-140
Industry

Description: Information on incentives, innovation, intellectual property, Make-or-Buy policy, and transfer of technology. *Topics:* Awards to inventors, copyrights and trademarks; incentive programs (Program for Advancement of Industrial Technology, Defence Industry Productivity, Industrial Research and Development Incentive Act); investment capital for innovation; licensing; make-or-buy assessment; patents; and transfer of technology.

MSST-150
Research and Development

Description: Information on research and development decision-making, surveys, expenditures, contracts, stimulation of research and development in geographic regions, and strategic planning for the automotive industry. *Topics:* Data requirements; directory of industrial research and development; research and development action plan (by region); research and development - automotive industry; and U.S. multinational study.

MSST-160
Technological Assessment and Forecasting

Description: Information on trends and potential developments in science and technology, government participation in future studies, technological implications of the "conserver society" and long-term problems for Canadian industry. *Topics:* Forecasting methodology; future studies; GAMMA project; long-term priorities; and social indicators.

MSST-170
Science Indicators Project

Description: Data on industrial research and development expenditures and personnel, updated every two years and used to produce the Science and Technology Indicators Manual. *Topics:* Time series of research and development expenditure and personnel in Canadian industries and some international comparisons, since 1963; data from Science Statistics Centre, OECD, National Science Foundation (USA) and other Statistics Canada sources.

University Branch

Classes of Records

MSST-180
Space

Description: Correspondence related to space policy, agencies and organizations; co-operation; satellites; etc. *Topics:* Agencies and organizations; aeronautical satellite development program; Canadian domestic satellite communication system; Communication Satellite Corporation; communication technology satellite; international satellite ionosphere studies; international telecommunications satellite; Landsat; Canadarm; launchers; and Seasat.

MSST-190
Space-Related Capabilities

Description: Information from survey of space-related capabilities in Canadian industry used to support the space program, particularly to analyze the impact of the space program on the Canadian space industry. *Topics:* Manpower, research and development expenditures; sales for companies involved in space activities.

MSST-200
University and Post-secondary Education

Description: Information on post-secondary education, awards for graduate study in science, research, federal support and funding, institutes, colleges, and highly qualified manpower projections. *Topics:* Highly qualified manpower projection model and use; graduate students support and awards; university research - general; university research costs - studies.

MSST-210
Highly Qualified Manpower

Description: Information on the highly qualified manpower (HQM) model and data base which provides projections of demand for university graduates by field of study 1972-1985. *Topics:* Occupation projections; occupation - education (field of study) matrix; and computer programs (APL). Based on major extracts from Statistics Canada HQM Post-censal survey. Several publications of the Ministry are based on this data.

MSST-220
NRC-NSERC Grants

Description: Data on all grants of the National Research Council and Natural Sciences and Engineering Research Council from 1964 to 1980, used to analyze trends in the funding of university research and the natural and engineering sciences. *Topics:* Name of grantee; type of award; amount; institution; and department and granting council.

MSST-230
University Funding by Federal Departments

Description: Data, also available through the National Research Council (DEPART.DAT), on all grants and contracts to universities from federal departments since 1972. Up-dated annually, it is used for analyzing trends in the funding of university research in the natural and engineering sciences. *Topics:* Name of grantee; type of award; amount; institution; and department and funding agency.

Corporate Services Branch

Classes of Records

MSST-240
Administration

Description: Information on the internal administration of MSST. *Topics:* Administration; finance; personnel; equipment and supplies; and services.

MSST-250
Personnel System

Description: Information on establishment listing. Internal reports, of which extracts or summaries are published in MSST's annual reports and elsewhere. *Topics:* Organization chart; job classifications; incumbents' names; etc.

MSST-260
Finance System

Description: Information on internal financial reporting. *Topics:* Transactions; cash flow and budget status for each administrative unit.

MSST-270
Library Catalogue

Description: "ULISYS" Library catalogue searching and circulation control system.

MSST-280
Mailing List

Description: Produces labels for MSST mail-outs. *Topics:* Names and

addresses of those to whom MSST distributes information on a regular basis.

MSST-290
Director of Scientific Capabilities

***Description:* Survey results (1977 only) used to produce and publish the Directory of Scientific and Technological Capabilities in Canadian Industry (1977). Also used for mailing lists and to repond to queries concerning data in the Directory. *Topics:* Locations; products; research and development facilities; and activities and personnel of some scientific and technological groups associated with Canadian industry.**

Background

The Department of the Secretary of State was established in 1868 as the official channel of communications between the new Dominion of Canada and the Imperial government in the United Kingdom. Since the early days, the department has grown and changed, as has Canada itself.

Today, the programs of the Secretary of State converge on one of the prime objectives of the Government of Canada, which is to contribute to the development, among present and future Canadians, of a sense of belonging to the nation by permitting them to grow fully in a multicultural society within a bilingual frame.

Overall Responsibilities

The activities and programs of the Department of the Secretary of State are diverse and touch upon many aspects of Canadian life.

Some programs encourage the native populations to preserve their language and culture while adapting to the realities of modern life.

The Official Languages Minority Groups programs assist numerous Canadian francophones and anglophones to preserve their language and culture, which are perpetuated through the education of their children in their mother tongue. The federal government also helps organizations and establishments in the private and non-federal public sector to provide services to the public in both official languages.

The Translation Bureau provides translation and interpretation services in all languages as required to Parliament and to some 150 departments and federal agencies to facilitate federal government communication internally, with the Canadian public, and internationally.

Services available to future Canadian citizens help them integrate with their new environment by helping them acquire citizenship and learn one of the two official languages. Also, they are encouraged by the Multiculturalism Program to maintain their original culture and make it better known to other members of Canadian society.

Among national objectives of the federal government with regard to education are equal opportunities for Canadians in education and employment, and the guaranteed right to live and work anywhere in Canada. This is why the federal government, through the Department of the Secretary of State, helps finance post-secondary education in collaboration with provincial and territorial administrations.

A major activity of the Department is to support voluntary organizations whose role in society is recognized and appreciated by the federal government. These groups of citizens provide the government with important public feedback that indicates the sectors in which government action may be required.

Voluntary groups touch nearly all aspects of society: health, education, human rights, social development, youth, women, Native citizens, and the handicapped. Their preoccupations are in line with the ideal of social justice that the Secretary of State seeks to promote.

Ever since its creation the Department of the Secretary of State has been charged with organizing and directing official ceremonies and events of national interest, contributing thus to national unity.

As co-ordinator of federal human rights activities in Canada, the Department of the Secretary of State is responsible for promoting tolerance and understanding, so that everyone enjoys fundamental human rights and freedoms.

In addition, during 1981-82, the Secretary of State took on an additional responsibility: co-ordinating the response of the various departments to the report Obstacles, on handicapped persons.

Laws and Regulations

The Minister is responsible for administering the following statutes:

- Beaver, Symbol of Canada, S.C. 1974-75-76, c. 35
- Citizenship, S.C. 1974-75-76, c. 108
- Controverted Elections, Dominion, R.S.C. 1970, c. C-28
- Corrupt Practices Inquiries, R.S.C. 1970, c. C-33
- Disfranchising, R.S.C. 1970, c. D-7
- Federal-Provincial Fiscal Arrangements and Established Program Financing Act, 1977, S.C. 1976-77, c. 10, s. 24, re: Post-Secondary Education Financing
- Holidays Act, R.S.C. 1970, c. H-7
- Laurier House, R.S.C. 1952, c. 163
- Léger Foundation, Jules and Paul-Emile, An Act to Incorporate, S.C. 1980-81, c. 85
- National Anthem, S.C. 1980-81-82, c. 5
- Public Service Employment, R.S.C. 1980, c. P-32
- State, Department of, R.S.C. 1970, c. S-15
- Student Loans, Canada, R.S.C. 1970, c. S-17
- Temperance, Canada, R.S.C. 1970, c. T-5
- Translation Bureau, R.S.C. 1970, c. T-13 Acts in which the Secretary of State has primary interest:
- Appropriation Act No. 2, S.C. 1980-81-82, c. 41, Vote No. 10, re: Official Languages - Grants Listed in the Estimates and Contributions
- Official Languages Act, R.S.C. 1970, c. 0-2
- Canadian Bill of Rights, S.C. 1960, c. 44
- Trade Marks Act, R.S.C. 1970, c. T-10, s. 9, re: National Symbols

General Information Sources

Enquiries Unit
Communications Branch
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-0055

The Enquiries Unit responds to enquiries directed to the department by the general public and other departments, with the exception of enquiries addressed directly to the Ministers or those originating from the media. It answers questions about the programs and activities of the department as well as renuests for information on the programs and activities of the federal government as a whole. The unit also handles the distribution of publications.

Resource Centre - Secretary of State Library

Departmental Library
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-5384

Located on the 2nd floor of 15 Eddy Street, Hull, P.Q., the centre is open from 8:30 a.m. to 5:00 p.m. weekdays. It makes available to the public copies of departmental research reports, including the results of public opinion polls, either as hard copy or as microfilm. Information catalogued in the departmental library is available through the public library network across the country. Audio-visual material produced by the Secretary of State and available to the public is listed in the National Film Board catalogue.

Access to Information

Requests for Department of the Secretary of State records under the Access to Information and Privacy Act should be addressed to:

Access to Information and Privacy Co-ordinator
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-4311

List of Publications

Publications are distributed by the Enquiries Unit of the Communications Branch. A list of publications is available upon request. Members of the public wishing to receive this list regularly may be placed on a distribution list.

Mailing Address:

Enquiries Unit
Communications Branch
Department of the Secretary of State
Ottawa, Ontario
K1A 0M5
Telephone: (819) 997-0055

Access Procedures

The Department of the Secretary of State encourages members of the public to obtain information through informal processes of access to information as much as possible. A great deal of departmental information is available through informal channels, that is, without having to fill out a Record Access Request Form.

Traditionally, people have contacted us and can still contact us for information through the Public Enquiries Unit of the Communications Branch. An additional informal access mechanism is available through the Resource Centre of the Secretary of State Library.

Formal access requests in the form of Record Access Request Forms should be addressed to the Access and Privacy Co-ordinator, who acts as a formal public contact point for Secretary of State.

Regional Activities and Contacts

Regional Offices across Canada are responsible for the management of departmental activities in all the regions of the country.

Regional Addresses

Nova Scotia Region

Department of the Secretary of State
Regional Directorate
5281 Duke Street
Halifax, Nova Scotia
B3J 3M1

Newfoundland Region

Department of the Secretary of State
Regional Directorate
P.O. Box E-5368
Duckworth Street
St. John's, Newfoundland
A1C 5W2

New Brunswick and Prince Edward Island Region

Department of the Secretary of State
Regional Directorate
160 Main Street, Suite 504
Moncton, New Brunswick
E1C 1G2

Quebec Region

Department of the Secretary of State
Regional Directorate
1080 Beaver Hall Hill, Room 2102
Montreal, P.Q.
H2Z 1S8

Ontario Region

Department of the Secretary of State
Regional Directorate
Suite 200
25 St. Clair Avenue, East
Toronto, Ontario
M4T 1M2

Manitoba Region

Department of the Secretary of State
Regional Directorate
303 Main Street, Room 201
Winnipeg, Manitoba
R3C 3G7

Saskatchewan Region

Department of the Secretary of State
Regional Directorate
200-2101 Scarth Street
Regina, Saskatchewan
S4P 2H9

Alberta and Northwest Territories Region

Department of the Secretary of State
Regional Directorate
Harley Court, Ground Floor
10043-111th Street
Edmonton, Alberta
T5K 2M5

Pacific Region

Department of the Secretary of State
Regional Directorate
Room 207
1525 West Eighth Avenue
Vancouver, British Columbia
V6J 1T5

Education Support Program

The Department of the Secretary of State is the federal ministry responsible for the co-ordinated development, formulation, implementation and review of federal education policies and programs in support of national objectives.

Classes of Records

SS-10
Post-Secondary Education Support

Description: Under the Post-Secondary Education Financing Program,the Secretary of State makes payments to provincial and territorial governments in amounts allocated by the Minister of Finance as authorized under Part VI of the Federal-Provincial Fiscal Arrangements and Established Program Financing Act, 1977. *Topics:* Education - general; acts, bills, legislation and regulations; adult education; bilingualism in education; Canadian studies; commissions; committees; conferences; O.E.C.D.; UNESCO; education policy; educational accountability; educational equalization; educational organizations; financing and funding - general; Canada Student Loans Program; educational grants; established program financing; federal-provincial task forces on student assistance; Federal-Provincial Fiscal Arrangements Act; provincial liaison (by province); federal liaison (other departments); international liaison; research; studies and surveys; statistics; student summer employment.

EDP Systems

- Post-Secondary Education Support Project 2004
- Post-Secondary Education System Project 2981

SS-20
Student Assistance

Description: Established in 1964, the Canada Student Loans Program (CSLP) is designed to make higher education more accessible and to facilitate geographic mobility in the choice of institutions. It provides loans to students with demonstrated financial need in order to help them in meeting the costs of full-time study at the post-secondary level. *Topics:* Student Assistance - general; Canada Student Loans; legislation; correspondence; publications; reports and returns; forms; financial; statistics; procedures; committees; studies; C.S.L. criteria; scheduling; guaranteed loans.

EDP Systems

- Student Financial Assistance Surveys (part of Issues Canada, CSLP) - Project 2061
- Needs Assessment Reporting - Projects 7400, 2983, 2065, 2066
- Canada Student Loans Program - Loans Subsystem — Project 2982
- Canada Student Loans Program - Claims Subsystem - Projects 2982, 2090, 2040

Note: A computer entry is made for every applicant; the entries are maintained on microfilm.

Manuals

- Canada Student Loans Program - List of Eligible Institutions
- Canada Student Loans Program - Guidelines to Provinces
- Canada Student Loans Program - Internal Procedures Manual

Official Languages Program

The objective of the Official Languages Program is to provide Canadians with more equitable and equal opportunities to communicate in both official languages, to appreciate Canada's linguistic evolution, and for minority official language groups to be educated and to participate fully in all aspects of Canadian society in their own language.

Classes of Records

SS-30
Official Languages in Education

Description: The activities of the Official Languages in Education Program include the provision of financial assistance to the provinces and territories for minority language education and second language instruction at all levels of the education system, the provision of assistance to institutes and organizations for the compilation and dissemination of information on second language teaching and learning and on minority language education, and the provision of scholarships to post-secondary students for second language training provided by the Queen Elizabeth Endowment Fund. *Topics:* Development of bilingualism; B.& B. Royal Commission; Bilingual Districts Advisory Board; provincial francophone associations; information-program and publicity; Language Programs Branch; Official Languages in Education; Summer Language Bursary Program; development of bilingualism in education; educational forum; correspondence with the public; correspondence with educational institutions; provincial bilingual studies; private schools policy; elementary and secondary levels - federal-provincial conferences; post-secondary and teacher training levels; adult education language programs; special projects - general, by province; language research - general, conferences, co-operation with institutions and organizations, projects, general enquiries, relations with international organizations, with other countries and with national organizations.

EDP Systems

- Official Languages - Fellowship Awards - Project 2034
- Language Program Teachers Survey - Project 2015
- Language Program Fellowship Survey - Project 2014
- Cultural Program Grant Applications - Project 2502

SS-40
Translation Bureau

Description: The Translation Bureau provides translation and interpretation services (simultaneous translation) in all languages to

Parliament, the Government, the Executive, the Judiciary, and all agencies created by Parliament or the Governor in Council; and administers translation, terminology and interpretation contracts. As well, the Bureau co-ordinates and manages terminological research and information. *Topics:* General; associations and organizations; bilingualism; conferences and symposiums; translation services in general; English Translation Division; customer services; Central Translation Services Directorate; National Defence and Centre-West; Montreal Division; Quebec City Division; Special Operations Branch; interpretation; parliamentary translation; multilingual services; contracts (free-lance translators); Planning and Technology Directorate; training - grant-aided translators; liaison (secretary); terminology; documentation; language quality; terminological research - universities - glossaries.

EDP Systems

- Metro - Project 2962
- Terminum II - Terminology Bank - Projects 2961, 2007
- Translation Data Systems (TDS) - Projects 2001, 2403, 2695, 2072, 2964
- TAUM Aviation (Translation Automatique Université de Montreal) - Project 2045
- Customer Satisfaction Survey on Translation - Projects 2601, 2077
- Analysis of the Translation Evaluation Report - Project 2601-1

Manuals

- Translation Bureau Manual: This manual describes the policies and procedures used by the Translation Bureau to carry out its activities.

SS-50
Promotion of Official Languages

Description: As part of its Promotion of Official Languages Program, the federal government helps organizations and institutions with problems related to the provision of services in both French and English. This program is also designed to facilitate access to knowledge and expertise acquired by the government in the use of official languages. The program provides both technical and financial assistance to the private sector, particularly voluntary organizations and private business, and the non-federal public sector, comprising provincial, territorial and municipal administrations, educational institutions, medical establishments and social service organizations. *Topics:* Bilingualism in the private sector; aid to business and industry; aid to adult education (non-governmental); aid to public administration, federal language course, provincial language schools, translation; aid to provincial and municipal agencies; aid to hospitals; aid to libraries; aid to municipalities; Summer Language Bursary Programs; Second Language Monitors' Programs; aid to voluntary agencies; and to voluntary agencies for interpretation and translation; aid for language learning; assistance for book translation; book purchasing and distribution; films; conferences on bilingualism in the private sector; Prime Minister's Committee on Official Languages in the Private Sector; special projects in the private sector; special assistance to voluntary associations - sports federations, learned societies.

EDP Systems

- Grants for Non-Profit Associations - Project 2064
- Language Program Business Survey - Project 2013

Citizenship and Culture Program

The Citizenship and Culture Program aims to assist Canadians, especially cultural groups and those most in need, in achieving more equitable and equal opportunities for social growth, quality of life and fuller involvement in Canadian society; and in achieving an improved knowledge, appreciation and enjoyment of Canada and its cultural diversity. As well, the program aims to assist Canadians to achieve a greater awareness of human rights, fundamental freedoms and related responsibilities, and to increase respect for and compliance with Canada's domestic and international commitments.

Manuals

- Funding Manual - Grants and Contributions - an operating tool designed for use by departmental staff in dealing with the administration of departmental funding activities
- Citizenship Registration Manual - contains the legislation and procedural guidelines used in the administration of the Citizenship Registration Program

Classes of Records

SS-60
Human Rights

Description: The activities of the Human Rights Program include the provision of both financial aid and technical support to organizations concerned with human rights development, the promotion of greater understanding between all groups, and assisting and co-ordinating the progress of human rights in Canada. The Human Rights Program achieves its objectives through a program of support for education, research and development work by non-governmental organizations; as well as by operating a secretariat for the two major governmental human rights committees chaired by the department - the Federal Interdepartmental Committee on Human Rights, which facilitates the co-ordination of the federal government's human rights responsibilities, and the Continuing Federal-Provincial Committee of Officials Responsible for Human Rights, which provides a mechanism for liaison and consultation in matters relating to Canada's international human rights commitments. *Topics:* Human Rights Program - general; 25th anniversary of the universal declaration of human rights; Canadian Constitution; Canadian Human Rights Commission; committees; conferences and seminars; discrimination; fellowship in human rights; freedom of information; human rights cases; Human Rights Day; international covenants on human, civil, political, economic, social and cultural rights; International Year for Human Rights (1968); International Year of the Child (1979); International Year of Disabled Persons (1981); International Youth Year (1985); legislation; racial discrimination; reports on human rights; United Nations; United Nations related intergovernmental agencies; United Nations economic and social council; year book on human rights.

SS-70
State Ceremonial

Description: State Ceremonial activities help foster a sense of national identity through the promotion of national symbols (the Canadian flag, national anthem) and the organization of state ceremonies. It is responsible for matters that concern the Queen in Canada as well as her representatives, the Governor General and the lieutenant - governors of the provinces. *Topics:* State Protocol and Special Events - general; anthems; patriotic songs; arms; arms of Canada; ceremonies and celebrations; deaths, burials and funerals; emblems and seals;

Maple Leaf emblem; flags; gifts from Canada; gifts to Canada; Governor General; Parliament; Parliament Hill; provincial matters, provincial administrators; provincial speeches from the Throne; provincial statutes; lieutenant governors; Royalty; royal visits; use of Crown as a symbol; royal patronage; royal photographs; use of prefix royal; use of names of members of the Royal Family; salute and saluting; titles; statues of former Prime Ministers; portraits of former Prime Ministers.

EDP Systems

- Canada Day Survey - Project 2033
- Queen's Silver Jubilee Medal - Project 2025

SS-80
Citizenship Registration

Description: The Citizenship Registration Branch is responsible for applying the new Citizenship Act of 1977. The Branch provides services and facilities, including the regional citizenship courts, for the granting and proof of Canadian citizenship, and promotes the concept of Canadian citizenship through activities designed to encourage and value its acquisition and retention. *Topics:* Citizenship Act; natural-born Canadian citizens; loss of citizenship; resumption of citizenship; foundlings; Canadians other than natural-born; acquisition of Canadian citizenship; domicile, residence and lawful admission; automatic loss of citizenship; exemption from automatic loss of citizenship; loss of citizenship by revocation; status of Canadian citizens and recognition of British subjects; status of aliens; court procedures and evidence; citizenship appeal court; authority of Governor in Council, proclamations, regulations, designations, regulations - fees; establishment of lawful admission, Canadian domicile or deportation; Newfoundland and Confederation; duties, liabilities, obligations after loss of nationality; violation and penalty for offence against the Act or regulations; repeal of Naturalization Act and Canadian Nationals Act; first schedule and nationality; citizenship laws and Commonwealth citizenship laws; other related statutes; foreign citizenship laws and other related statutes; Oath of Allegiance; Acts; certificates - citizenship naturalization; change of name; citizenship; claims; external affairs; convention of naturalization; death; declaration of intention; denization; deportation; diplomatic relations; diplomats; disability; discretion of minister; emigration; evidence of birth, adoption or legitimation; expatriaton; hearings; immigrants on welfare; immigration laws; interpreters and translators; language requirements; legal opinions; marriage; national registration; passports; pensions; race, sect, religion, refugees; resolutions; Royal Canadian Mounted Police Records; seamen; second class citizens; statelessness; dual nationality; treaties; United Nations; service - Canadian Armed Forces, Foreign Armed Forces; voters - eligibility; war criminals; women, citizenship regulations; persons who are citizens; persons who are not citizens; grant of citizenship; lawful admission and permanent residence; adequate knowledge of language and of Canada; loss of citizenship; revocation of citizenship; resumption of citizenship, application, registration and fees; citizenship judges; Federal Court - Trial Division; security and public order; prohibitions; delegation and exercise of authority; legal proceedings; offences under the Act; dual nationality; liaison with other government departments; demographic policy; citizenship language and textbook agreements.

EDP System

- Citizenship Grant Project - Project 2005

SS-90
Multiculturalism

Description: The Multiculturalism Program provides encouragement and support, both financial and technical, within the framework of Canada's official languages policy and in the spirit of existing human rights codes, towards the full realization of the multicultural nature of Canadian society through programs which promote the preservation and sharing of ethno-cultural heritages and which facilitate mutual appreciation and understanding among all Canadians. *Topics:* Multiculturalism Program - general; program management; cultural resources development - general, projects, crafts, education, performing and visual arts, literature program, media relations and broadcasting, resources, theatre, women; public response; public relations; multicultural centers; conferences, meetings; ethnic press; human rights and civil liberties; ethnic - organizations, histories; multicultural studies; immigrant orientation; cultural integration; multiculturalism - grants; surveys, questionnaires and reports; funding; cultural agencies; relations with other countries, provinces; cultural enrichment program; Canadian Consultative Council on Multiculturalism; race relations.

EDP Systems

- Multiculturalism Ethnic Studies Survey - Project 2607

SS-100
Women's Program

Description: The Women's Program of the Secretary of State is the major federal organization responsible for providing advice, guidance, information and financial assistance to voluntary associations working to improve the status of women. The objective of this program is to encourage the full participation of women in Canadian society by increasing their ability to participate in all aspects of community life, and by urging major institutions to take concrete measures to improve their status. *Topics:* Woman's Program - general; Advisory Council on the Status of Women; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment; employment - affirmative action; International Women's Year - general, conferences and seminars, Interchange 75; non-government women's organizations, associations, centres and groups; regional grants; regional offices; reports and studies; Status of Women - general, plan of action, other government departments, municipalities and agencies, action research.

SS-110
Voluntary Action

Description: This program is designed to encourage Canadians to participate in public and community affairs through national and local voluntary organizations. It provides technical and financial assistance to citizen groups and associations in order to help them attain their participation objectives. *Topics:* Voluntarism - general; reports, research and studies; conferences, meetings and seminars; National Advisory Council on Voluntary Associations - general, consultations, research, studies and reports, Task Force reports and review, taxation and registered charities.

SS-120
Youth Participation

Description: The goal of this program is to provide young Canadians with the opportunity to discover and better appreciate their country. With this in mind, the Department administers Open House Canada and finances the activities of Katimavik. *Topics:* Youth - general; Open House Canada; International Youth Year (1985); Youth Employment Programs - general, Student Community Service Program, Summer Student Employment and Activities Program; Summer Job Corps; Summer Youth Employment Program (1980); Summer Canada.

EDP Systems

- Student Summer Employment and Activities Program - Project 2003
- Hostels Program (National Hostel Task Force Survey) - Project 2016

SS-130
Native Citizens

Description: The Native Citizens Program is designed to help native people identify their needs and develop the means to deal with them. It concentrates on helping native organizations at the national and regional levels, native women and native people moving into urban areas. *Topics:* Native Citizens - general; agreements and treaties; committees; conferences and meetings; communications; discrimination and human rights; education, health and sports; employment; summer job corps; evaluation and review; friendship centres; funding; health services; housing; land claims; laws; migrating native peoples; non-government native organizations; policy development; reports and studies; research; social and cultural development; sports; statistics and surveys; women; youth.

SS-140
Official Language Minority Groups

Description: Under its official languages policy, the Government of Canada offers a variety of services to francophones in the provinces and territories outside Quebec and to anglophones in Quebec, to aid their development and cultural fulfillment. The main objective of this program is to help members of official language minority groups to function effectively in their environment and develop within Canadian society. *Topics:* Program for Official Language Minority Groups - general; refusals; grants copy - community development, cultural activities, francophone-anglophone relations.

EDP Systems

- Migration of Native Peoples Survey - Project 2026

Administration and Regional Operations Program

The Administration and Regional Operations Program aims to ensure, jointly and individually, with equity, the economical, efficient, effective and accountable realization of the Department's objectives and priorities, in a spirit of service to the public; and to contribute to enhancing Canadians' sense of belonging to the country in each region.

SS-150
Administration

Description: The Administration Program is responsible for the management services consisting of planning, audit, evaluation and corporate policy; and central services which include finance, personnel, administrative services, communications, computer services and legal services.

Manuals

The following manuals describing departmental policies and procedures are used to carry out the various support activities of the department:

- Executive Directives
- Departmental Services
- Administrative Services
- Financial Management
- Financial Coding
- Personnel
- Readings in Personnel Administration
- Security Services

SS-160
Regional Operations

Description: Regional Operations are responsible for the management of all departmental activities in all regions of the country, giving particular attention to the specific needs of each region. The Regional Offices also ensure regional participation and program development at a national level and facilitate communication to the public concerning departmental programs and activities.

Classes of Records

The records existing in the Regional Offices are organized into similar classes of records and subject topics as those used by headquarters.

Ministry of State for Social Development

Background

The Ministry of State for Social Development was created in June, 1980 as part of the federal government's new policy and expenditure management system.

The Ministry is a central agency which functions in support of the Social Development Cabinet Committee by providing analyses and financial data to assist Ministers in their assessment of social policy and program proposals. The Ministry also supports the work of a Committee of Social Development Deputy Ministers.

The Ministry is structured around three operational Branches: Income Support and Transfer Payments, Program Delivery, and Finance and Co-ordination. The activities of these Branches are supported by four other Branches: Committee Support, Communications, Finance and Administration, and Personnel.

Most of the records held in the Ministry originate in other federal government departments and agencies. Where appropriate, the Ministry will refer requests for information on these documents to the departments or agencies concerned. Records are arranged by subject and cross-referenced to the names of the federal departments and agencies concerned.

Access Procedures

Information requests under the Access to Information Act should be addressed to:

Director of Communications
Ministry of State for Social Development
171 Slater Street
Ottawa, Ontario
K2A 1G3

Income Support and Transfer

Payments Branch

The Branch consists of two Directorates through which it conducts the overall assessment and co-ordination of income support and transfer payment programs. The Branch also leads and co-ordinates the joint efforts of federal departments and conducts the necessary liaison with provinces and non-governmental organizations with respect to these policies and programs.

Classes of Records

SD-10
Intergovernmental Transfers

Description: Information on Established Program Financing and social programs by which the federal government enters into agreement or transfers funds for the provision of social programs through other levels of government. *Topics:* Established Program Financing; National Training Program; Canada Student Loans; Official Languages in Education; and Canada Assistance Plan.

SD-20
Transfers to the Individual

Description: Information on programs and tax expenditures through which the federal government transfers income support to individuals. *Topics:* Pensions; Family Allowances; Unemployment Insurance; Employment Programs; War Veterans Allowances and Disability Pensions; and tax expenditures in related fields.

Program Delivery Branch

This Branch consists of four Directorates through which it conducts the overall assessment of social programs which are delivered by the federal government directly or through provincial agencies.

Classes of Records

SD-30
Justice and Legal Information

Description: Information on the criminal justice system, federal law enforcement and related legislative fields. *Topics:* Criminal Code; human rights; law reform; RCMP; Correctional Service Canada; and National Parole Board.

SD-40
Indian and Northern Programs

Description: Information on program areas which target or affect native peoples and Northern programs. *Topics:* Indian and Inuit affairs; native claims; Northern affairs, including resource development.

SD-50
Culture and Immigration

Description: Information on federal cultural and social programs and agencies, granting councils, and immigration policies and programs. *Topics:* Fitness and amateur sport; cultural and social programs; granting councils; federal cultural agencies; immigration policies on levels, selection and settlement; and the Immigration Appeal Board.

SD-60
Health, Environment and Housing

Description: Information on federal programs providing health services, national parks, environmental programs and federal housing programs. *Topics:* Medical research care; drug quality; laboratory testing; emergency services; health promotion and protection; parks; environmental quality and hazards; housing; community services and infrastructure; and home insulation.

Finance and Co-Ordination Branch

The Branch consists of three Directorates through which it maintains a continuous overview of Social Development policies, programs and expenditures; and co-ordinates strategic planning for priority and resource requirements in the Social Policy sector.

Classes of Records

SD-70
Financial Planning

Description: Information on the financial implications of social policies and programs in keeping with the requirements of the new policy and expenditure management system. *Topics:* Policy and program proposals; estimates and budgets; expenditure planning; and monitoring procedures.

SD-80
Policy Overview and Planning

Description: Information on departmental strategic overviews and sector-wide priorities. *Topics:* The strategic overview process; envelope planning.

SD-90
Co-ordination

Description: Information on co-ordination activities with other central agency officials in Ottawa and in the provinces. *Topics:* Federal-provincial social issues; regionalization.

Committee Support Branch

This Branch co-ordinates the preparation and flow of documents to the Social Development Cabinet Committee and provides support services to the Committee of Social Development Deputy Ministers.

Classes of Records

SD-100
Committee Support

Description: Information on scheduling requirements, as well as policy and program considerations of the Committee of Social Development Deputy Ministers. *Topics:* Committee workload scheduling; assessment reports on Committee policy and program discussions.

SD-110
Correspondence

Description: All incoming and outgoing correspondence and documents. *Topics:* Correspondence ledgers; document control procedures; cross-referencing requirements.

Communications Branch

This Branch manages the public information, communications analysis, access to information and privacy and Parliamentary return functions within the Ministry.

Classes of Records

SD-120
Communications

Description: Information on communications and public information activities, legislative requirements for access to information and privacy, parliamentary returns and library services. *Topics:* Policies; procedures; legislative requirements and analysis reports on communications, planning and co-ordination; and access to information and privacy requests.

Background

The Department was established in 1966 when Parliament assigned to it responsibility for the Royal Canadian Mounted Police (RCMP), the Correctional Service of Canada (CSC, formerly the Canadian Penitentiary Services) and the National Parole Board (NPB).

Overall Responsibilities

The Solicitor General discharges certain duties specifically assigned under a number of acts, notably the Royal Canadian Mounted Police Act, the Penitentiary Act, the Parole Act, the Prisons and Reformatories Act, the Immigration Act, the Official Secrets Act, the Criminal Records Act, the Transfer of Offenders Act and the Criminal Code of Canada. In addition, the agencies of the Ministry have an operational responsibility for the discharge of many functions under such acts as the Criminal Identification Act, the Diplomatic and Consular Privileges and Immunities Act, the Fugitive Offenders Act and the Migratory Birds Act, among others.

In 1973, what had been formerly known as Departmental Headquarters was reorganized to perform the functions of a Ministry Secretariat. The Secretariat is responsible for developing and co-ordinating Ministry policy and program roles at the federal and federal-provincial levels in four major areas: criminal justice, corrections, police and security.

The Secretariat reports to the Deputy Solicitor General. The heads of the three agencies (RCMP, CSC and NPB) report to the Solicitor General. These three agencies are described in greater detail elsewhere in this Registry with a complete listing of the information banks they hold. Requests for access to information specifically related to these agencies should be directed to the Access to Information co-ordinator of the particular agency.

The Security Intelligence Transitional Group also reports to the Solicitor General. This Group is charged with preparing for the separation of the Security Service from the RCMP and the establishment of a civilian security intelligence service. It is composed of two divisions: Security Policy Development, and Organizational and Administrative Policy Development.

Organization of the Ministry Secretariat

The Ministry Secretariat comprises the following branches:

Police and Security Branch

The Branch is responsible for policy formulation, analysis and program activities for law enforcement and national security. These activities derive from the Solicitor General's responsibility for all matters related to the RCMP, the Security Service and the security contingency planning responsibilities of the federal government. The Branch is the Government's sole resource for the intergovernmental and national development of security policy and procedures, including administrative security policy.

Policy Branch

This Branch develops the strategic policy framework for the Secretariat and formulates strategic policies for implementation and evaluation of criminal justice and corrections issues. It is also responsible for the development and presentation of the Annual Strategic Overview of the Ministry.

Programs Branch

The Branch consists of the Research, Planning and Liaison, Statistics, and Communications Divisions as well as the Consultation Centre.

The Research Division develops, manages and, to a lesser extent, conducts social science research for the use of Solicitor General Canada and the criminal justice system generally. It provides research and evaluation capabilities in four general areas: causes and prevention of crime, criminal justice policy, corrections; and police.

The Planning and Liaison Division is responsible for providing corporate planning services for the Branch and ensuring that relevant and timely research, statistical and related information is disseminated as widely as possible throughout the criminal justice system and to the general public. The Division operates three programs, each of which is focused on a different aspect of dissemination: the Publications Program, the Program for Workshops, and the Ministry Library and Reference Centre.

The Statistics Division provides professional and technical services to the Ministry, the Secretariat Executive and the Ministry agencies. It promotes the development of better information and statistics within the criminal justice system.

The Consultation Centre acts as an agent for change and promotes community involvement in criminal justice. It also maintains a general overview of federal-provincial relations dealing with criminal justice issues.

The Communications Division's main role is to explain the Ministry's functions, objectives and activities to those within the criminal justice system, to the media and to the general public. It is also responsible for "Liaison", a monthly magazine on various programs undertaken by the Secretariat, press releases and speeches, publications on Ministry activities, and a computerized mailing list.

These branches are supported by specialist advisers in the areas of finance, administration and human resources, and by legal counsel.

General Information Services

The Secretariat has general information services available to the public which should be consulted as a first step to obtaining information which it may hold. Please contact:

Communications Division, Programs Branch
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

The Communications Division produces "Liaison", a monthly magazine for the criminal justice system and publishes material and information on various programs undertaken by the Secretariat, as well as press releases, speeches and publications relating the Ministry activities.

You may also consult the

Ministry Library and Reference Centre
Criminology Documentation Centre
Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-4811

The Centre provides reference and referral services and documentation on crime, criminal justice and other related areas.

Access Procedures

The Director of Administration is responsible for the Access to Information function in the Secretariat. Requests for access to information which may be held in the Secretariat and not available through the general information service should be addressed to:

Director of Administration
Finance and Administration Branch
Ministry Secretariat
Ministry of the Solicitor General
340 Laurier Street West
Ottawa, Ontario
K1A 0P8
Telephone: (613) 995-7351

Office of the Special Adviser

The Adviser is responsible for matters pertaining to commissions of inquiry having to do with the Royal Canadian Mounted Police.

Policy Branch

This Branch is responsible for developing the strategic policy framework for the Ministry, formulating strategic policies and strategies concerning criminal justice corrections issues, and providing advice to the Deputy Minister and the Minister on a wide range of specific criminal justice issues requiring public policy determination.

Programs Branch

The Branch identifies criminal justice needs and disseminates criminal justice information; provides a mechanism for the exchange of ideas in criminal justice between federal, provincial and foreign governments; provides the knowledge base on which policy and program decisions can be made within the Solicitor General. These functions are carried out by the Research Division, the Statistics Division, the Consultation Centre, the Planning and Liaison Division and the Communications Division.

Research Division

The function of the Division is to develop and communicate information on crime, criminal behaviour and Criminal Justice System operations, as well as to increase public understanding and support of crime prevention and control. This is accomplished through contracting out for research studies; communicating the results or findings of the research; identifying research requirements or gaps; providing policy advice to the Criminal Justice System; and supporting the development of Canadian research manpower and resources through Canadian criminological centre.

Statistics Division

The function of this Division is to promote better information and statistics for and by the Criminal Justice System through statistical studies and surveys in support of policy, legislative or administrative decision making; monitoring and assimilation of statistics and information on crime and the administration of justice; and advisory services to the Minister, the Deputy, and the Criminal Justice System.

Consultation Centre

The function of this Division is to stimulate, foster and participate as an agent for change in the Criminal Justice System through participation in projects of an innovative or experimental nature within all levels of the System. The Division endeavours, within its mandate and through the discretionary application of resources, to promote community participation in the Criminal Justice System; promote activities leading to the improvement in function of the Criminal Justice System and promote policies and programs aimed at improving its appropriateness.

Planning and Liaison Division

The Division is responsible for identifying trends and forecasting developments within the Criminal Justice System and for co-ordinating Branch-wide planning. It is also responsible for a multidimensional program for the dissemination of research and other knowledge on crime and the Criminal Justice System through its publications and workshop programs; and for the timely exchange of information, by providing library, reference and referral services through the CRIMDOC Centre, to users within the Ministry, other components of the Canadian Criminal Justice System, and the research community, both in Canada and abroad.

Communication Division

The function of this Division is to improve communications between the Department and the press; to publish and distribute to the Criminal Justice System community, as well as to interested persons, a monthly criminal justice journal; to conduct vigorous public media relations programs on new legislation affecting the Criminal Justice System; and to conduct a continuing public education campaign on the Criminal Justice System.

Police and Security Branch

The Branch carries our specific responsibilities for law enforcement and security policy formulation and program activities through its three divisions: Security Policy, Police and Law Enforcement Policy, and Security Information and Contingency Plans.

Security Policy Division

This Division supports the Solicitor General's responsibility for providing continuing operational policy direction to the RCMP Security Service. In addition, it is responsible for policy planning and support services to various security and intelligence committees.

Police and Law Enforcement Policy Division

This Division is responsible for providing advice to the Minister on RCMP law enforcement, operational and administrative policies; it also has standard and parallel responsibilities for the Federal Government's policy on policing.

Security Information and Contingency Plans Division

This Division is responsible for the co-ordination of interdepartmental evaluation of security and intelligence, as well as the development of contingency plans for response to internal security or civil emergency crisis situations. The Division is also responsible for the administration of the Protection of Privacy Act and the VIP Protection Program.

Classes of Records

SGC-10
Commissions of Inquiry

Description: Information on legal and policy advice provided to the Government respecting matters pertaining to commissions of inquiry having to do with the Royal Canadian Mounted Police. *Topics:* Commission of Inquiry Concerning Certain Activities of the RCMP; Commission d'enquête sur des opérations policières en territoire québécois; Royal Commission of Inquiry into the Confidentiality of Health Records in Ontario; Commission of Inquiry into the Royal American Shows Inc. and its Activities in Alberta.

SGC-20
Fingerprint Examiner

Description: Information on requirements for, designation and revocation of fingerprint examiners under Section 594 (4) of the Criminal Code. *Retrievability:* Files are arranged by province.

SGC-30
Capital Punishment

Description: Information on policy, inquiries and the issues leading up to, as well as follow-up monitoring, of the effects on the criminal justice system of the legislation to abolish capital punishment (includes research and statistical data).

SGC-40
Community-Based Corrections

Description: Information on the issues regarding the convicted offender serving all or part of his or her sentence in the community. *Topics:* Policy; parole decision making; mandatory supervision; remission procedures; temporary absences; caseload management; alternative sentencing; factors on success; procedural safeguards; parole and peace officer role; and robation.

SGC-50
Correctional Manpower Development

Description: Information on the staffing of correctional programs. *Topics:* Policy; volunteers; ex-inmates; training; career development; staff attitudes and surveys; job satisfaction; psychological testing and staff selection.

SGC-60
Corrections

Description: The incarceration or imprisonment aspects of the criminal justice system process; all issues having to do with the offender, the institutions, institution services, exchange agreements respecting offenders, parole and clemency. *Topics:* Inquiries; peace and security; cost of corrections; objectives; federal corrections policy; exchange agreements; parole services; clemency; statistics.

SGC-70
Crime

Description: Information on the nature and study of various types of crime, also on projects designed to develop policies, procedures or educational programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. *Topics:* The costs of crime and the criminal; unemployment and crime; homicide; rape; computers and crime; white-collar crime; terrorism; Cannabis; Policy Training Manual; anti-vandalism; Crime Prevention Kit.

SGC-80
Criminal Justice

Description: Information on all aspects of the criminal justice system. *Topics:* Drugs; objectives of the criminal justice system; rights and responsibilities of persons in contact with the criminal justice system; myths on crime and criminal justice; natives; sentencing; victims; gun control; Criminal Code Review.

SGC-90
Diversion

Description: Information on the deflection of potential contact with any element of the criminal justice system (police, courts, institutions, parole, etc.). *Topics:* Diversion inventory; strategy; Community Kit; National Information Bank.

SGC-100
Incarceration (Imprisonment)

Description: Information on topics arising as a result of a sentence to a prison term. *Topics:* Policy; aspects of incarceration; long-term incarceration; classification and typologies; inmate rights; Health Care Guidelines; correctional investigator; dissociation; grievance procedures; riots; hostage taking; disruptions; suicide; independent chairperson process.

SGC-110
Institution (Prison) Design and Programs

Description: Information on specific programs planned or in operation within the institutions; research and evaluation of these programs; research and statistical data for long-range planning of institution size and design features. *Topics:* Policy; life skills; therapeutic programs; trade and education; treatment; living units; behaviour modification.

SGC-120
Juvenile Justice

Description: Information on issues related to juveniles coming into contact with or in conflict with the law. *Topics:* Policy; analysis - juvenile deliquency statistics; transfer - juvenile to adult court; adults contributing to juvenile delinquency.

SGC-130
Juvenile Offender

Description: Information on issues related to the convicted juvenile during the incarcerated period. *Topics:* Policy; juvenile programs; group home programs; community programs; classification and typologies.

SGC-140
Policing and Law Enforcement

Description: Information on issues related to preventive policing, law enforcement, policing and the public image of the police, excluding National Security; police accountability to the executive and the public; also the resources, role, services, management and operations of the police. *Topics:* Federal law enforcement policy; law enforcement and the prosecutorial function; Marin Commission Recommendations; ports policing; Police Week; natives in policing; women in policing; recruitment; discipline; productivity; training; safety; accountability; private policing; policy discretion; patrol; patrol strategies; traffic; role concepts; and RCMP Policy.

SGC-150
Public Attitudes

Description: Information on the attitudes of individuals towards the criminal justice system. *Topics:* Policy; attitudes towards agents of the system; offender attitudes; children's attitudes.

SGC-160
Special Offender Populations

Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. *Topics:* Policy; females; natives; sex offenders; drug offenders.

SGC-170
Contingency Planning - National Security

Description: Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity. *Topics:* Contingency plans in peacetime; hijacking; hostage taking; contingency plans - war.

SGC-180
Protection of Privacy

Description: Information on the administrative aspects of Section 178 of the Criminal Code, on the authorization of the use of electronic surveillance for the interception of private communications. *Topics:* Requests; designators; policy; legal advice; operational reports; inquiries. *Retrievability:* Files are arranged by topic, police force and authorization number.

SGC-190
Security and Intelligence Committees

Description: Information on the operations of security and intelligence committees as well as the provision of administrative and policy support to these committees. *Topics:* Security Advisory Committee; Intelligence Advisory Committee; Interdepartmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees. *Retrievability:* Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa.

SGC-200
Security Information

Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada. *Topics:* Internal security - policy; espionage; terrorism; civil disorder; analysis of security and intelligence information; Periodic Status Reports.

SGC-210
Security Policy

Description: Information on administrative internal security policies and national internal security policies of the Government of Canada. *Topics:* Administrative security policy analysis and implementation, including personnel, physical, information, EDP, communications and technical security; national internal security policy, including administration of acts, advice on pending legislation, and policy support to the Solicitor General in relation to Ministerial direction of the RCMP Security Service.

SGC-220
VIP Protection Program

Description: Information on the administrative aspects of the implementation of the program designed for the protection of VIPs and designated officials. *Topics:* Protection policy; requests for protection; protection briefings; telecommunications.

Background

Created on April 1, 1969, with the approval of the Government Organization Act, the Department of Supply and Services was formed by the amalgamation of a variety of functions previously dispersed through a number of departments, offices, and bureaux.

The Department is divided into two administrations, Supply and Services, each under the direction of a Deputy Minister.

Services Administration, which is organizationally and functionally distinct from Supply Administration, inherited the responsibilities formerly discharged by the Office of the Comptroller of the Treasury, the Central Data Processing Services Bureau of the Treasury Board, the Bureau of Management Consulting Services from the Public Service Commission and the Central Personnel Records Division from Statistics Canada.

The Supply Administration was formed through the amalgamation of the Department of Defence Production, the Department of Public Printing and Stationery and the Shipbuilding Branch of the Department of Transport.

Statutes

The Minister is responsible for administering the following Acts:

- Defence Production Act, RSC 1970, c. D-2, as amended
- Department of Supply and Services Act, RSC 1970, c. S-18
- Public Service Superannuation Act, RSC 1970, c. P-36, as amended
- Royal Canadian Mint Act, RSC 1970, c. R-8
- Surplus Crown Assets Act, RSC 1970, c. S-20
- Trading With The Enemy (Transitional Powers) Act, SC 1947, c. 24, as amended

Supply Administration

Access Procedures

Informal access is encouraged in cases where it presently exists. The major area where informal access will take place is with regard to the release of tender and contract information.

All formal requests under the Access to Information Act should be addressed to:

Access Co-ordinator
Supply Administration
Supply and Services Canada
Place du Portage, Phase III, 14A1
Hull, Québec
K1A 1H2
Telephone: (613) 997-7116

Organization and Responsibilities

The Administration is headed by the Deputy Minister (Supply) who is supported by four Assistant Deputy Ministers (ADM), a Comptroller, and a Director General - Program Evaluation and Audit.

The Senior Assistant Deputy Minister, Supply, co-ordinates the development of strategic planning for all Supply Administration programs. In addition, the Senior ADM acts on behalf of the Deputy Minister, Supply, during his absence and at various committees, and provides the Deputy Minister with support in determining the future course of the Department.

Commercial Supply (CSS) and the ADM - Science and Engineering Procurement Services (SEPS) form the line operations providing a variety of supply services called output services to client departments and agencies. Both are organized into centres which perform varied supply functions related to specific product lines and industry sectors. CSS regional centres are responsible for providing all the supply management services offered by the Supply administration in all regions of Canada and abroad.

The Corporate Management Service (CMS) is responsible for the provision of corporate control and direction in such areas as policy, planning, customer and supplier relations, systems and systems support services, contract and sourcing information, common procurement related data, development standards and qualification or certification listing of products, services and suppliers, and contract approval and contract settlement activities.

The Comptroller provides financial direction for Supply through financial planning, financial reporting and analysis, financial policies, procedures and systems development, and management of the systems of financial administration and accounting.

The Program Evaluation and Audit Sector is responsible for auditing, operating and evaluating the attainment of program objectives.

Commercial Supply Service

The Commercial Supply Service (CSS) is responsible for providing common services to other government departments and agencies. These are acquisitions, mainly of goods and services of a general commercial nature, warehousing and distribution of goods, printing and publishing, exhibitions and displays, maintenance and repair, security consulting, traffic services, advertising management, assets management and disposal services.

To better deliver these services, the CSS is divided into five sectors, each with specific responsibilities.

The Supply Operations Sector

This Sector oversees the operations of four products centres, each responsible for the supply management of a grouping of similar products or services:

— The Transportation and Energy Products Centre - energy and chemicals; standard and special vehicles, transportation of goods by land, sea and air; travel, hotel accommodation and removal services for public servants;

— The Office, Technical Construction Products Centre - construction materials; mechanical and office equipment and supplies; scientific and laboratory equipment and supplies;

— The Food, Drug and Textile Products Centre - food, perishable and non-perishable; pharmaceutical products and vaccines; all types of clothing; and

— The Professional and Special Services Centre - consulting services; professional and special services; temporary help services; aircraft charter and survey; and security services.

The Communication Services Sector

This Sector oversees the operations of three centres, each fulfilling specific communications requirements of government departments and agencies:

- the Canadian Government Publishing Centre - responsible for co-ordinating the government's publishing activities for priced publications, including their sales and distribution; free distribution of priced publications to full and selective depositories; the provision of information to the public concerning these publications; and the government's co-publishing program with the private sector;
- the Canadian Government Expositions Centre - responsible for providing government departments and agencies with a full range of exhibits and associated audio-visual services; and
- the Advertising Management Services Centre - responsible for the contracting of all advertising and associated services for the federal government.

The Canadian Government Printing Office

The Office is responsible for the printing requirements of Parliament and federal government departments and agencies. This Sector's operations encompass two distinct modes - the in-house print production as well as that contracted out to the private sector, through the Printing Products Centre. Among the goods and services purchased by this Centre, are printing forms, papers, envelopes and all types of printing services.

The Disposal Operations Sector

This Sector is mandated by Crown Assets Disposal Corporation (CADC) to carry out on behalf of CADC the functions, powers and duties relating to the disposal of Crown assets as set out in Sections 5 and 18 of the Surplus Crown Assets Act.

The Regional Operations Sector

The Sector oversees the operations of nine Regional Supply Centres in Canada and abroad. Each of these centres is in effect a "mini" Supply Administration, providing all its services at the local level.

In addition, Commercial Supply Services is also responsible through its Security Branch for providing a security advisory service related to building protection, emergency planning and industrial security where contracts involve classified work.

Science and Engineering Procurement Service

This Service is engaged in the acquisition, planning and procurement of complex technical engineering and science products and services, such as: aircraft, armament, ships; electronic and data processing equipment and services; and sophisticated industrial machinery. It is also responsible for contracting out research and development requirements and for co-ordinating the program for unsolicited proposals.

The Science and Engineering Procurement Service comprises five products centres which are described below.

- — Science - communications and transportation research; universities and human sciences; energy and earth resources; NRC and military research; environmental management and protection; fisheries; marine and atmospheric sciences; agriculture and life sciences;
- — Aerospace and Armament - aerospace and armament materiel and product support;
- — Electronics and Data Processing - communications, security and test equipment; sonar, ground and airborne radar; avionics; flight simulators; electronic components; repair and overhaul as well as all EDP professional and maintenance services;
- — Marine and Industrial Machinery - ship construction and refits; industrial, mobile and power equipment; and
- — Export Supply - foreign requirements.

Functions for all products centres under the control of both the Commercial Supply Service and the Science and Engineering Product Services are broken into four major areas: Product Planning, Acquisition, Distribution and Management of Assets.

The Product Planning function comprises four main areas of activity, namely: economic and market analysis, requirements definition, and method of supply decisions and financial analysis. It involves the development and continual updating of plans for the products and their related services and the ability of suppliers to fill these requirements.

The Acquisition function, which consists of the contracting and contract administration processes, including project management, encompasses all activities directly related to procurement of a product or service in response to a specific identified requirement of a customer department or agency.

The Distribution function includes activities involved in the seven following categories: commodity management; inventory management (physical location of stock, replenishing, pricing and investment strategy, assessment of inventory and accountable advance materiel); warehousing (bulk issues, mail order supply, over-the-counter issues and public warehousing); retailing; distribution of inventory; traffic management (shipping arrangements, travel and removal services, freight audit and cost analysis); and billing.

The Management of Assets function involves the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. Included are maintenance of inventories, fleet management of vehicles of all types, and repair, overhaul, modification and maintenance of assets.

Corporate Management Service

The third organizational group within the Supply Administration is the Corporate Management Service, which provides corporate direction for the Supply Administration through development of general policy and systems concerning materiel management across the federal supply system in the specific areas of corporate planning, policy development, customer-supplier relations, systems, and systems support services, contract and sourcing information, common procurement-related data, and contracts approval and settlement. It also contributes indirectly to the other services through the development of specifications and standards and cataloguing through the Canadian General Standards Board (CGSB). The Board provides technical services through its Qualifications and Certification Division and Standards and Specifications Branch.

The Service is responsible for the drafting and maintenance of the Supply Policy Manual, which is the basic operational manual for the Supply Administration.

The Minister of Supply and Services Canada is also responsible for the three Crown corporations described below.

Canadian Arsenals Limited

Historical Background

Canadian Arsenals Limited is a legally chartered Crown corporation under Part 1 of the 1934 Companies Act. it was incorporated by the Dominion of Canada under letters of patent dated September 20, 1945, on the recommendation of the then Minister of Reconstruction.

Overall Responsibilities

The company's main role is to maintain in Canada a centre of excellence for the filling and loading of high explosives and propellants and a production capacity for medium and large-calibre ammunition and additional military material for Canadian defence needs, as well as to form the base from which production capacity could be expanded in the event of a war.

Crown Assets Disposal Corporation

Overall Responsibilities

The Corporation provides a specialized service to government departments, certain agencies and Crown corporations in the disposal of their surplus goods located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

Royal Canadian Mint

Background

The Ottawa Mint was established originally in 1908 by Royal Proclamation as a branch of the Royal Mint, London, under the provisions of the United Kingdom Coinage Act. In 1931, the Mint was established under statute as a branch of the Department of Finance. In 1969, the Mint was established as a Crown corporation under Part X of the Government Organization Act, 1969 (now the Royal Canadian Mint Act, RSC 1970, c. R-8).

Overall Responsibilities

Section 4 of the Act authorizes the Mint to:

- produce and arrange for the production and supply of the currency in Canada;
- produce coins of currency of countries other than Canada;
- melt, assay and refine gold, silver and other metals;
- buy and sell gold, silver and other metals;
- assay, refine, store and otherwise deal with gold, silver and other metals for the account of Her Majesty or others;
- prepare and store shipments of coin, gold, silver and other metals, and to move such shipments to or from the Mint;
- make medals, plaques and other devices; and
- do all such things as are incidental or conducive to the attainment of the object and the exercise of the powers of the Mint.

In addition, the Mint may:

- acquire and hold real property or any interest therein and alienate the same at pleasure;
- enter into contracts in its own name or in the name of Her Majesty; and
- make grants in lieu of taxes to any municipality in Canada in amounts not exceeding the taxes that might be levied by that municipality in respect of real property under the control management or administration of the Mint if the Mint were not an agent of Her Majesty (SC 1968-69, c. 28, S. 73).

Commercial Supply Sector Product Centre

Science and Engineering Procurement Sector Product Centres

Product Centres provide for the effective implementation of product management by bringing together the necessary expertise to perform varied functions such as product planning, acquisition, distribution, and the management of assets.

Manuals

- Regional Operations Manual
- Product Centre Operational Plans - includes annual plans, mandate, functions, Operational budget and person-year allocation.
- EDP Operational Plan
- Briefing to Industry Document - annual forecast requirement for major customer departments
- Data Processing Operating Instructions
- Staff Memoranda - rules on contracting
- Economic and Data Processing Bulletin - professional services and standing offers quarterly
- Science Centre Operating Instructions
- Regional and Development Bulletins - monthly publications containing statistics and information on contracts awarded
- Contracting Out - The Government's Requirements in Science and Technology
- Guidelines for the Preparation of Unsolicited Proposals for Scientific and Technological Work

Classes of Records

SSC-10
Economic and Market Analysis

Description: Information on optimum financial and economic strategies associated with total product planning to determine both short and long-range customer requirements, and the identification of developing market opportunities in Canada and abroad. This includes information on current economic trends, as well as market forecasts, product intelligence and relevant information on industrial and procurement strategies. *Topics:* Item profile assessment; industry sector analysis; source identification; source development; Interprogram Lost Benefit; Personnel Information Bank; vendor sourcing records; and Science Procurement Information Network. *Storage Medium:* Word Processor, computer. *Retrievability:* Files are arranged by contract, company, project, department.

SSC-20
Requirement Definition

Description: Information on the need, appropriate levels of value engineering, procurement planning, supported by good cataloguing, clear specifications and appropriate quality assurance. *Topics:* Need determination; value engineering (cost reduction technique); procurement planning; materiel identification; specifications and standards; Quality Assurance Requirements; Statement of Requirement (time, cost, performance); estimates. Storage Media: Word processor, computer.

SSC-30
Method of Supply

Description: Information on a method of satisfying customer requirements in a manner which will result in the optimum product resource, operating and contingent cost. *Topics:* Make or Buy (make is available within; buy is obtainable from private sector); facility evaluation; regional or central acquisition and distribution; lease of purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). *Storage Medium:* Word Processor, computer.

SSC-40
Financial Analysis

Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analyses in terms of the product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and the identification of various financing alternatives. *Topics:* budgetary analysis and control; evaluation of vendor financial capability; product resource, operating and contingent cost or acquisition; formulation of pricing strategies; and identification of financing alternatives. *Retrievability:* Files Arranged by subject, project, company.

SSC-50
Project Management

Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction, and services. *Topics:* Standards; operations; assistance; specifications; sourcing (potential sources of suppliers); negotiation; assessments of tenders - contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. *Storage Medium:* Word Processor, computer. *Retrievability:* Contract, subject, project.

SSC-60
Contracting

Description: Information on the procurement of a specific product or service up to and including the awarding of the contract for purchase, service or lease. *Topics:* Description of requirement; sourcing (potential sources of suppliers); price and availability determination; bid solicitation; contract negotiation; and contract selection and award. *Storage Medium:* Word Processor, tapes, discs, microfiches and computer. *Retrievability:* Files arranged by contract, serial number, subject, company, requisition number.

SSC-70
Contract Administration

Description: Information on time, cost, performance conditions of the contract; expediting delivery; administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfillment of the contract. *Topics:* Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. Storage Media: Computer, disc, word processor, tapes, and microfiches. *Retrievability:* Files arranged by contract, company, department, and subject.

SSC-80
Inventory Management

Description: Information on the planning and maintenance of a range of stocked items in inventory to meet forecast requirements; determination of optimum inventory levels, order points, and order quantities; management of inventory balances and backorders, stock replenishment, and expediting activities. *Topics:* Physical location of stock; provisioning (of stock item supply); pricing and investment strategy; assessment of inventory; accountable advance material; and regional inventory control.

SSC-90
Warehousing

Description: Information on physical and administrative functions of the storage and distribution activity. *Topics:* Receipt; sorting; identification; inspection; preservation; storage; safekeeping; retrieval for issue; preparation for shipment of material; bulk issues; mail order supply; over-the-counter issues; and public warehousing.

SSC-100
Retailing

Description: Information on the issue of product stocks from retail outlets. These outlets, which carry stocks of products frequently required in small quantities, are located close to the customers being serviced. *Topics:* Order processing; authorized agents; retailing products; and selling services.

SSC-110
Traffic Management

Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off-highway). *Topics:* Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis.

SSC-120
Billing

Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. *Topics:* Revenue received; recoverable amounts; and invoice or contract. *Retrievability:* Files arranged by subject, department, contract number.

SSC-130

Management of Movable Assets

Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. *Topics:* Assets inventory of government departments; vehicle fleet management; lease, rental, or loan (of movable assets); production assets (of Crown-owned tooling); replacement and retirement; and disposal. *Retrievability:* Files arranged by project, company, contract, and load agreement number.

SSC-140

Repair, Overhaul, Modification, and Maintenance

Description: Information on repair, overhaul, modification or maintenance in order to have the greatest utilization and least cost of the asset. *Topics:* Specifications and quality assurance; Make or Buy (Make is available within, Buy is obtainable from Private Sector); repair, overhaul, modification and maintenance cycle management; and regional distribution of work. *Retrievability:* Files arranged by contract, loan agreement number, company.

Security Branch

The Branch meets the Canadian government's national and international industrial security commitments; provides security support to Canadian industry in its marketing, liaison, and technical requirements; and conducts a personnel security clearance program for industry which will ensure that only reliable individuals will have access to classified information.

Manuals

- Industrial Security Manual - produced exclusively as a guide to industry, it is a set of instructions dealing with the control of classified information of use by company officials and security offices
- Industry Personnel Clearance Records

Classes of Records

SSC-150

Protection Security

Description: Information on programs for protecting government property and personnel including the issuance of identification cards and security clearances to employees, and the co-ordination of all fire and emergency policy, procedures, and arrangements. *Topics:* Information security; identification methods; fire emergency; security guards; physical security; communications security; protective security training; and Personnel Information Bank (Industry Personnel Clearance Records).

SSC-160

Industrial Security

Description: Information on programs to protect national and foreign classified information related to government contracts and projects farmed out to industry by government departments. *Topics:* Agreements and exchanges (information between Canada and other countries); classified industrial contracts; industrial facilities; industrial information protection; material and classified documents control; security clearances; North Atlantic Treaty Organization security; industrial security training. *Retrievability:* Files arranged by subject, Soundex System for Industry Personnel Security Clearance files.

Canadian Government Printing Office

This Unit supplies printing services to Parliament and government departments and agencies by acquisition, from commercial sources and in-house production, of printing and photo-copying, text editing, graphics and artwork, technical and advisory services, and mass transmission of printed material. It also publishes the Canada Gazette, and acquires and provides associated goods and services.

Manuals

- Maintenance and Repair Manual
- Printing Production Directories
- Canadian Government Printing Office Procedures
- Commodity Selling Rates Manual
- Production Coding Instructions
- Outside Plants Operating Instructions
- Main Plant Operating Instructions

Classes of Records

N.B. In addition to the classes found for any Product centre, this Unit has:

SSC-170

Production Services

Description: Information on the main and outside plant facilities and Technical and Engineering Support Services, on functional direction given to regional plants in order to meet the printing needs of government generally, and certain distribution services. *Topics:* Main plant facilities; outside plant facilities; printing requirements; and operational, technical support services. *Storage Medium:* Microfiche, disc. *Retrievability:* Files arranged by subject, contract numbers, project, company names.

Canadian Government Publishing Centre

The Centre prepares publications which federal departments and agencies intend to be made available for sale. Services include all the mandatory publishing responsibilities of the Canadian Government, including those reflecting Parliamentary needs, statutory obligations and classified publications. It is also responsible for distributing, marketing and selling all priced government publications in Canada and abroad; managing the free distribution of publications to depositories; giving publishing advice to departments and agencies on request; providing information on title, subject, price, availability and date of issue of government publications on request; and protecting and administering the Crown copyright.

Manuals

- Commercial Operations Procedures: An instruction guide on publishing decisions , procedures for processing orders, renewals and back orders, and disposal time limits on inventory
- Financial Operations Procedures - an outline on how to approve orders, and dealing with complaints on non-receipt and refunds

Classes of Records

N.B. In addition to the classes found in any Product centre, this unit has:

SSC-180
Publicity and Promotion

Description: Information on advertising and promotional activities concerned with the merchandising of products. *Topics:* Subject lists; advertisements; bookfairs and trade shows; and inquiries (public and parliamentary).

Canadian General Standards Board

The Board provides standardization and certification programs covering products, services and systems, by means of voluntary consensus process, to all levels of government and the private sector.

Manuals

- Policy and Procedures for the Preparation of Standards
- National Certification Program
- Manufacturer's Inspection System Requirements
- Contractors' Certification Programs, Policies and Procedures

Classes of Records

SSC-190
Product Specifications and Standards

Description: Information on technical requirements, specifications and standards for products in general recurrent use. *Topics:* Development of specifications and standards; specifications and standards committees; item standardization; specifications and standards distribution; and international standards organization.

SSC-200
Certification Programs for Products and Services

Description: Information on the establishment, maintenance and distribution of certification listings. *Topics:* Development of certification lists; certification panels; item certification; and certification listing distribution: *Retrievability:* Files arranged by product, and company.

Services Administration

Access Procedures

Informal access is encouraged.

All formal requests under the Access to Information Act should be addressed to:

Access Co-ordinator
Services Administration
Supply and Services Canada
Place du Portage, Phase III, 16A1
Hull, P.Q.
K1A 0S5
Telephone: (613) 997-6043

Organization and Responsibilities

This Administration is divided into three sectors: Planning and Finance, Operational Services, and Management Services. These sectors comprise a number of branches or bureaux, each of which is responsible for carrying out a special function contributing to the successful fulfillment of the Services mandate and mission. In September 1978, Services established as its mission, and in April 1980 affirmed as its Program Objective the following: "The objective of Services is to perform the functions of the Receiver General and to provide, in terms of the Department of Supply and Services Act, a broad range of administrative, management, and advisory services to client departments and agencies, in an efficient and effective manner."

This Administration's role, then, is to provide a variety of central and common services for the departments and agencies of the government in support of their programs. The general objective of this centralization is to improve administrative efficiency by providing better services at lower cost throughout government.

The specific functions assigned to Services Administration are established by the Financial Administration Act and the Department of Supply and Services Act as well as a number of Orders in Council. Under the Financial Administration Act, the Minister, as Receiver General for Canada is required to provide and control the financial infastructure of the government. This involves the performance of two main functions: maintaining the Accounts of Canada, and administering payments into and expenditures from the Consolidated Revenue Fund.

On the Minister's behalf, Services maintains bank facilities and accounts for the receipt of public funds, operates and controls the deposit accounts of the Receiver General, issues cheques for government payments, maintains the fiscal accounts and papers, and prepares the annual Public Accounts and Monthly Statement of financial operations published in the Canada Gazette.

Under the authority of the Supply and Services Act, Services furnishes other departments with a number of other services. Some of these services, by virtue of the Act as well as a number of Orders in Council, are mandatory; others are discretionary, being provided only at the request of a department. The mandatory services consist of the disbursement of pay to all Public Service employees, and the administration of the benefits of superannuation and other Public Service employee benefits. Also, Services is required to produce and issue cheques for payment to suppliers for goods and services provided in fulfillment of authorized requisitions from client departments and agencies. Discretionary services offered include consulting, accounting, auditing, and financial services.

Since 1969, Services Administration has undertaken a number of additional responsibilities. In 1972, by virtue of Order in Council PC-1972-1245, the powers, duties, and functions of the Office of the Custodian of Enemy Property were transferred to the Minister of Supply and Services.

In April 1979, the Task Force on Service to the Public was assigned to Services, and, under a Cabinet mandate of September 1980, Services has been charged with implementing a number of initiatives designed to facilitate a variety of improvements in the quality of government service.

In summary, Services responsibilities have increased over the years, but its primary task remains unchanged: to facilitate the task of other departments in successfully carrying out their programs by providing them with a range of efficient supportive services. These include the provision and control of a financial infastructure for government, the payment of employee salaries and pensions, and the provision of expert advice to other departments on finance, audit, automated personnel systems, and management related matters.

Operations Branch

This Branch is responsible for the actual production and issue of all payments made by the Government of Canada with the exception of UIC warrants. It makes these payments upon receipt of requisitions from other government organizations through its 24 offices across Canada and one in Lahr, Germany. The Branch also provides a Securities Safekeeping and Administrative Service to the government.

Manuals

- Operations Branch Procedures Manual
- Field Operational Instructions

Classes of Records

SSC-210
Pay Administration Products

Description: Information on the administrative services required for the distribution of pay, such as preaudit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public Service pay; House of Commons pay; RCMP pay. *Storage Medium:* Microfilm (computer). *Retrievability:* Files arranged by subject, and department. Special Access Note: Access requests for individual cheques or payments should be directed to the program department concerned.

SSC-220
Pension Administration Products

Description: Information on the administration of Public Service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements and other reports, for those pensions covered by the Public Service Superannuation Act and other retirement acts. *Topics:* Superannuation payments for Public Service, RCMP, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for RCMP Superannuation, Canadian Forces Superannuation, Members of Parliament Retiring Allowance, and Public Service Superannuation. *Storage Medium:* Microfilm (computer). Special Access Notes: Access requests for individual cheques or payments should be directed to the program department concerned.

SSC-230
Insurance Administration Products

Description: Information on the administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and Insurance Administration. *Storage Medium:* Microfilm (computer).

SSC-240
Program Administration Products

Description: Information on the maintenance of records and making of payments for certain national socio-economic programs, and provision to client departments of related financial and statistical information. *Topics:* Family Allowance; Old Age Security-Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; Canada Manpower Training Plan; file maintenance on all of the above; agricultural subsidy; and government annuity payments. *Storage Medium:* Microfilm (computer). Special Access Notes: Access requests for individual cheques or payments should be directed to the program department concerned.

SSC-250
Accounting Administration Products

Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data); Accounts of Canada and reporting services (activities to maintain the Central Government Accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). *Storage Medium:* Microfilm (computer).

Compensation and Payments Services Branch

This Branch is responsible for the planning, policy and systems development associated with the processing of various payments such as Public Service Pay and Superannuation, Social and Economic Assistance payments and suppliers payments. In addition, related file maintenance and accounting services are provided on behalf of client departments and agencies. The Branch is also responsible for payment policies and regulations, new payment methods and technologies and contingency planning for the provision of essential services during emergencies.

Manuals

Operational procedures manuals prepared in co-operation with other departments and agencies on pay, pension and socio-economic programs, including:

- Pay Policy and Procedures Manual
- Superannuation Policy Manual
- Family Allowance Program Policy and Procedures Manual

Classes of Records

SSC-260
Pay Administration Products

Description: Information on administrative services required for the disbursement of pay, such as preaudit, calculation, development and maintenance of payroll records, and cheque issue. *Topics:* Public Service pay; House of Commons pay; RCMP pay. *Storage Medium:* Magnetic tapes.

SSC-270
Pension Administration Products

Description: Information on the administration of Public Service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements, and other reports for those pensions covered by the Public

Service Superannuation Act and other retirement acts. ***Topics:*** **Superannuation payments for Public Service, RCMP, Canadian Forces, Members of Parliament Retiring Allowance Payments; Judges Pension Payments; and file maintenance for RCMP Superannuation, Members of Parliament Retiring Allowance, Canadian Forces Superannuation, and Public Service Superannuation.**

SSC-280
Insurance Administration Products

Description: Information on administration of employee benefit plans such as determination of eligibility, calculation of benefits, maintenance of records, and issue of statistical and other reports. *Topics:* Public Service Group Surgical Medical Insurance Plan; Public Service Management Insurance Plan; Disability Insurance Plan; and insurance administration.

SSC-290
Program Administration Products

Description: Information on records and payments for certain national socio-economic programs, and related financial and statistical information provided to client departments. *Topics:* Family Allowance; Old Age Security-Guaranteed Income Supplement; Canada Pension Plan; Canadian Pension Commission; War Veterans Allowance; Canada Manpower Training Plan; file maintenance for all of the above; agricultural subsidy; and government annuity payments.

SSC-300
Accounting Administration Products

Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. *Topics:* Accounts payable and other payments administration (activities on payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data); Accounts of Canada and reporting services (activities on maintaining the Central Government Accounts, on management of the Consolidated Revenue Fund, and the Public Accounts of Canada); and management, financial and other services (activities provided to departments and agencies at a price and quality that is competitive with services available from other sources).

Audit Services Bureau

The Bureau provides, on request and through regional offices across the country, and Head Office in Ottawa, a full range of auditing services to client departments and agencies on a professional fee-for-service basis. There are offices in 10 major Canadian centres as well as Ottawa and one in London, England.

Manuals

- Audit Manual
- Introduction to Operational Auditing
- Electronic Data Processing Audit Methodology
- Client and Functional Audit Packages

Classes of Records

SSC-310
Auditing Services

Description: Information on examination and verification of assignments covering management of resources, information, personnel and risk management; and evaluation of the efficiency, effectiveness and economy of operations. *Topics:* EDP Auditing; operational audit; statistical sampling; analytical auditing; audit of royalties; federal-provincial agreements; audit subsidy and contributions; comprehensive audit; internal audit; contract audit; termination audit; pre-negotiations reports; cost audit of industrial and other accounts; overhead audit studies; audit training and professional development; audit of foreign government; financial projections and budgets; discretionary audit; special assignments; and consultation and attendance. *Storage Medium:* Computer, audit and video tapes, disks, slides, and transparencies. *Retrievability:* Files arranged by subject, assignment number, and client program number. Special Access Note: Requests for access to individual audit reports should be directed to departments concerned.

Government of Canada Banking and Accounting Branch

The Branch carries out the responsibilities of the Receiver General through the public money and banking program and the central accounting program. In carrying out these programs, the Branch performs the following Receiver General functions: receives, transfers and disburses all public money; holds all public money in Receiver General bank accounts; directs the Receiver General's program to earn interest on balances; controls the redemption of Receiver General cheques and warrants; maintains and prepares the Central Accounts of Canada; produces the Public Accounts annually; publishes a monthly Gazette Statement which describes the financial operations of the Government of Canada; prepares special reports to the Central Agencies, and provides financial statements to departments and agencies. It also produces and distributes to client departments, upon request, management statements on a monthly basis. In addition, the Branch carries out the responsibilities of the Custodian of Enemy Properties.

Manuals

- User's Guide to Recording Accounting Transactions
- Receiver General Directives and Information Bulletins
- Public Accounts Instruction Manual
- Proofreading and Conventions Manual
- Departmental Reporting System User's Guide
- Departmental Reporting System Report Catalogue
- Departmental Reporting System General Information Brochure
- Cheque Redemption and Control Division General and Detailed Procedures Manual
- Cheque Redemption and Control Division Standards Manual
- Bilingual Lexicon of Accounting Terminology

Classes of Records

SSC-320
Public Money and Banking

Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; receive, transfer, hold, earn interest on and make, and control disbursements of public money. *Topics:* Designation of banks; bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; cheques issued, redeemed, and outstanding; and inquiries and investigations. *Storage Medium:* Machine readable records for bank facilities at Headquarters. Cheque records and related machine readable records are at the Matane, P.Q. office. *Retrievability:* Files arranged by Cheque Redemption Control Division files associated with cheque redemption and reconciliation are organized by cheque numbers; cheque inquiries and investigations are filed by type. Special Access Notes: Access requests for banking arrangements and on individual cheques or payments should be directed to the program department concerned.

Access requests for banking facilities and for the redemption and reconciliation of Receiver General payment instruments should also be directed to the program department concerned.

SSC-330
Central Accounting

Description: Receiver General records for the Central Accounts of Canada and reports produced from these records. *Topics:* Central Accounts; subsidiary ledgers and accounting analysis of the transactions recorded by the Receiver General; financial statements of the Government of Canada; annual public accounts; monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies; and other departments and agencies and special analyses on such subjects as the financial condition, assets and liabilities of the Government of Canada. *Storage Medium:* Central data bank is in machine readable form at Headquarters. *Retrievability:* Files arranged by Central Data Bank arranged by accounting categories; files are arranged by subject, Central Account, department and agency. Special Access Notes: Access requests for records of individual departments or agencies should be directed to the department concerned.

SSC-340
Custody of Enemy Assets

Description: Records on the administration of property vested in the Custodian during World Wars I and II. *Topics:* Inquiries; and reports and correspondence related to vested property.

Bureau of Management Consulting

The Bureau provides, on request, a comprehensive professional management consulting service to departments and agencies of the Government of Canada as well as Crown corporations. The service is provided on a fee-for-service basis.

Classes of Records

SSC-350
Consulting Services

Description: Information on management consulting services provided on request to federal government departments and agencies. *Topics:* Cost-benefit analysis; program evaluation and performance measurement; effectiveness and efficiency projects; and Contract Consultants Information Bank. *Retrievability:* Files arranged by project number, individual, and company name. Special Access Notes: Requests for access on specific reports should be directed to departments concerned.

Advisory Bureau for Computing

The Bureau provides specialized advice and technical services in the area of personnel data systems to departments and agencies; operates, on a fee-for-service basis, major personnel systems for the Treasury Board of Canada; and promotes the development and utilization of effective data processing and information-handling standards and practices through the Government of Canada.

Manuals

- Personnel Administration and Reporting Systems Manual (PARS)
- Operator's Guide to the utilization of the "Personnel Application Centre" on-line Query Language (INFOPAC)
- Electronic Data Processing, Make or Buy Handbook
- Directory of Hardware and Software in Government Departments
- Glossary of Electronic Data Processing Terms

Classes of Records

SSC-360
Product Development and Marketing

Description: Information on the development and marketing of personnel data system products. *Topics:* Departments and agencies of Personnel System requirements.

SSC-370
Systems Development and Computer Operations

Description: Information on the development and operation of personnel systems for departments and central agencies. *Topics:* Computer systems specifications; Computer operations procedures; and program testing procedures.

SSC-380
EDP Standards Program

Description: Information on the federal government's EDP standards activities and the development of EDP standards and guidelines. *Topics:* Register of approved federal government EDP standards; and liaison with national and international standard setting organizations.

United Way Advisory Committee

The Committee provides assistance and guidance to the Federal Government United Way Campaign organizations on administrative and financial matters.

Manual

- United Way Campaigns: A Guide for Managers

Classes of Records

SSC-390
Planning

Description: Information on Treasury Board check-off, union support, pledge forms, payroll stuffers, and pay deductions. *Topics:* Liaison with host departments across Canada; training; support and suggestions; advisory committee meetings; and official receipts.

SSC-400
Campaigns

Description: Information on general support to the organizational units. *Topics:* National and Regional Campaigns; and Mailing List - chairmen across Canada.

SSC-410
Reports and Audits

Description: Yearly assessments and money collected during the year. *Topics:* Statistics; progress reports; post-campaign evaluation; and campaign results.

Task Force on Service to the Public

The responsibility of the Task Force is to "assist and encourage departments and agencies in the implementation of the Cabinet Decisions aimed at improving service to the public." It provides advice and assistance to government departments and agencies on improving the quality of their dealings with members of the public.

The Task Force has been responsible for the preparation of the "Index of Programs and Services" which enables members of the public to readily determine the services available and to determine the correct contact point. The project to provide telephone directory "Blue Pages" is another initiative of the Task Force. Further initiatives are underway on more easily accessible telephone referral and walk-in inquiry centres which are managed by Task Force personnel.

Manual

- Index to Programs and Services - available to the public at 90 federal departments, agencies and Crown corporations

Classes of Records

SSC-420
Service Bureaux

Description: Information on how to obtain information on federal government programs and services from walk-in-facilities. *Topics:* Service bureaux (by province); satellite offices; and Members of Parliament.

SSC-430
Access by Telephone

Description: Information on how to obtain information on federal government programs and services by telephone. *Topics:* Telephone referral services; blue pages; toll-free services; and access to Members of Parliament.

Background

The Department of Transport was established in 1936 by the Department of Transport Act, R.S.C. 1970, c. T-15, which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence. The Minister of Transport has jurisdiction over all government railways and canals (except the Trent and Rideau Canals), has the same powers as were vested in the Minister of Marine and the civil aviation powers vested in the Minister of National Defence before the amalgamation. Additional powers are vested in him by a number of other statutes and regulations.

Role and Objectives

Transport Canada has the specific role of attending to the development and operation of a safe and efficient national transportation system that contributes to the achievement of general government objectives, and of operating specific elements of that system. This broad role statement recognizes certain important objectives: efficiency, safety, maximum productivity, accessible and equitable services, cost recovery and support of government policies and objectives, especially as they relate to social and economic development.

Organization

The Department is headed by the Deputy Minister of Transport who is supported by a Senior Assistant Deputy Minister, the Director General, Review, the Director, Departmental Security and by the heads of the operational and staff groups.

The Department's operational groups are the Canadian Air Transportation Administration, the Canadian Marine Transportation Administration and the Canadian Surface Transportation Administration.

Planning and co-ordination functions are carried out by groups headed by Assistant Deputy Ministers for Co-ordination and Strategic Planning.

Policy advice and support relating to the management and administration of departmental resources are provided by an Assistant Deputy Minister, Personnel and an Assistant Deputy Minister, Finance.

The Director General, Public Affairs, reports directly to the Deputy Minister and the Departmental General Counsel provides legal services for the Department at the instruction of the Deputy Minister.

Laws and Regulations

The Department

- Department of Transport Act
- Atlantic Region Freight Assistance Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Maritime Freight Rates Act
- National Transportation Act
- Safe Containers Convention Act
- Transport Act
- Transportation of Dangerous Goods Act

Canadian Air Transportation Administration

- Aeronautics Act
- Aeronautics Regulations (pursuant to Sec. 4 of the Act)
- Air Canada Act
- Air Traffic Control Services Continuation Act
- Carriage by Air Act

Canadian Marine Transportation Administration

- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Canada Shipping Act
- Carriage of Goods by Water Act
- Government Harbours and Piers Act
- Government Vessels Discipline Act
- Harbour Commissions Act
- Hamilton and Toronto Harbour Commissioners Acts
- Maritime Code
- National Harbours Board Act
- Navigable Waters Protection Act
- North Sydney, Meaford and Trenton Harbour Acts
- Ontario Harbours Agreement Act
- Pilotage Act
- Quebec Port Wardens Act
- Shipping Conference Exemption Act
- St. Lawrence Seaway Authority Act
- United States Wrechers Act

Canadian Surface Transportation Administration

- An Act respecting the CPR (1881), et al. (detail of old railway Acts are set out in Statutory History of the Steam and Electric Railways of Canada, 1836-1937, published by the Department of Transport/King's Printer)
- Canadian National Railways Act and related legislation
- Various Bridge Acts
- Crow's Nest Pass Agreement Act
- Ferries Act
- Government Property Traffic Act

- Government Railways Act
- Motor Vehicle Safety Act
- Motor Vehicle Tire Safety Act
- Motor Vehicle Transport Act
- Railway Act
- Railway Relocation and Crossing Act
- Teleferry Act
- Winnipeg Terminals Act
- Canadian Wheat Board Act
- Canada Grain Act

Crown Corporations

The following agencies report to Parliament through the Minister of Transport:

- Canadian Transport Commission
- Air Canada, Canadian National Railways, Northern Transportation Co. Ltd. and VIA Rail (not covered by the Access to Information Act)
- St. Lawrence Seaway Authority, National Harbours Board and the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities (reporting through the Administrator of the Canadian Marine Transportation Administration)

Major Departmental Establishments Outside the National Capital Region

The Department of Transport maintains and operates the following major establishments:

Transportation Development Centre
Place de L'Aviation
1000 Sherbrooke Street West,
25th Floor
P.O. Box 549
Montreal, P.Q.
H3A 2R3

Transport Canada Training Institute
1950 Montreal Road
Cornwall, Ontario
K6H 6L2

Canadian Coast Guard College
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Motor Vehicle Test Centre
P.O. Box 285
Blainville, Quebec
J7E 4J2

Access Procedures

The Departmental Co-ordinator for Access to Information oversees the access to information function in the department, including the preparation of the departmental entry in the Access Register, service to the public for access to information, the determination of exemption and third party notifications, responses to inquiries from the Information Commissioner, appeals before the Federal Court and the annual report to Parliament on the operation of the Act within the department. Inquiries concerning the administration of the Access to Information Act in Transport Canada and all formal requests for access made pursuant to the Act should be addressed to:

Access to Information Co-ordinator
Department of Transport
Place de Ville, Tower C
Ottawa, Ontario
K1A 0N5
Telephone: (613) 593-6161

Library and Information Centre

The role of the Library and Information Centre with respect to access to departmental records is to provide systematic and comprehensive access to sources of information generated by the department in any medium. The Library fulfills this function in five ways:

- by serving as a place to request information and to receive it;
- by functioning as a central system where most internally-generated materials are deposited;
- by providing a bibliographic data base to determine what information there is relating to a specific question (this data base is available for consultation on the premises, for distribution in microfiche at cost and for computerized access through the Canadian On-Line Enquiry System operated by the Canadian Institute for Scientific and Technical Information);
- by providing facilities for consultation or more extensive research, in the form of microform readers, carrels or desks; and
- by acting as an internal referral mechanism to ensure that requests are followed up, particularly when it is not clear to individuals or organizations what address requests should be forwarded to.

Library and information services are available at the following addresses:

Headquarters (all categories of information)

Transport Canada Library and Information Centre
Place de Ville
Tower C, 2nd Floor
Ottawa, Ontario
K1A 0N5

Marine Transportation Information

Newfoundland Region, Canadian Coast Guard
Regional Manager, Financial Administration
P.O. Box 1300
St. John's, Newfoundland
A1C 5N5

Maritimes Regional Coast Guard Library
P.O. Box 1013
Dartmouth, Nova Scotia

B2Y 3Z7

Laurentian Region Coast Guard Library
2 Place Quebec, Room 212
Quebec, P.Q.
G1R 2B5

Central Region, Canadian Coast Guard
Regional Manager, Financial Administration
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5

Western Region Canadian Coast Guard
Regional Manager, Financial Administration
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1

Air Transport Information

Atlantic Region
Regional Manager, Administrative Services
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Quebec Region
Regional Manager, Administration
P.O. Box 5000
Montreal International Airport
Dorval, P.Q.
H4Y 1B9

Ontario Regional Library
4900 Yonge Street
Suite 300
Willowdale, Ontario
M2N 6A5

Central Region
Regional Manager, Administration
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Western Regional Library
Federal Building
9820-107th Street
Edmonton, Alberta
T5K 1G3

Pacific Regional Library
739 West Hastings Street
Vancouver, British Columbia
V6C 1A2

Program-related Information

Canadian Coast Guard, College Library
P.O. Box 4500
Sydney, Nova Scotia
B1P 6L1

Transportation Development Centre Library
1000 Sherbrooke Street West
P.O. Box 549
Montreal, P.Q.
H3A 2R3

Transport Canada Training Institute
Technical Information
1950 Montreal Road
Cornwall, Ontario
K6H 6L2

Publications

The following list of publications or documents issued by the Transport Canada Library and Information Centre may be used to locate information (the source, Transport Canada Library and Information Centre, should be cited before the title when requesting these documents):

- How to access information in the Transport Canada Library and Information Centre; a handbook. Ottawa, 1982 (TP 3455)
- Your Library at your Service. (TP 1478)
- Library Guidelines and Standards. Ottawa, 1979 (TP 1979)
- Transport Canada Publications. (Published semi-annually, TP 1504)
- New Accession List. (Published bi-monthly.)
- Transport Canada Library and Information Centre. (Catalogue of materials held in the Ottawa Library and Information Centre, in regional libraries and in other participating libraries). Updated quarterly.

Public Affairs

The Public Affairs Branch forecasts and analyzes probable reaction to existing and proposed departmental plans, policies and programs. The Branch is responsible for providing support for the implementation of the Department's aims and objectives by handling media relations and public information programs, including advertising, special publications and exhibits. It provides general information about the department through headquarters facilities in Ottawa and regional offices in St. John's, Dartmouth, Moncton, Montreal, Quebec, Toronto, Winnipeg, Regina, Edmonton and Vancouver. Contact may be made in person or by writing to the Public Affairs officers at one of the following addresses:

Ottawa

Director General, Public Affairs
Tower C, 21st Floor
Place de Ville
Ottawa, Ontario
K1A 0N5
Telephone: (613) 996-5861

Newfoundland Region

Regional Public Affairs Officer
Transport Canada
P.O. Box 1300
Soutside Road
St. John's, Newfoundland
A1C 5N5
Telephone: (709) 772-4328

Atlantic Region

Manager, Public Affairs
Transport Canada

P.O. Box 1013
46 Portland Street
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 426-3589

Regional Public Affairs Officer
Transport Canada
P.O. Box 42
1081 Main Street
Moncton, New Brunswick
E1C 8K6
Telephone: (506) 388-7314

Quebec Region

Manager, Public Affairs
Transport Canada
1000 West Sherbrooke
25th Floor
Montreal, P.Q.
H3A 2R3
Telephone: (514) 254-8211

Regional Public Affairs Officer
Transport Canada
2 Place Quebec, Suite 212
Quebec, P.Q.
G1R 2B5
Telephone: (418) 694-7060

Ontario Region

Manager, Public Affairs
Transport Canada
4900 Yonge Street
Suite 300
Willowdale, Ontario
M2N 6A5
Telephone: (416) 224-3444

Manitoba Region

Manager, Public Affairs
Transport Canada
125 Garry Street
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6
Telephone: (204) 949-3152

Saskatchewan Region

Manager, Public Affairs
Transport Canada
106-2050 Cornwall Street
Regina, Saskatchewan
S4P 2K5
Telephone: (306) 359-5036

Alberta Region

Manager, Public Affairs
Transport Canada
9820-107th Street
Edmonton, Alberta
T5K 1G3
Telephone: (403) 420-3810

British Columbia Region

Manager, Public Affairs
Transport Canada
P1 + Pacific Centre Building, 9th Floor
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1
Telephone: (604) 661-3175

Deputy Minister

Overall responsibility for the direction of the affairs of Transport Canada rests with the Deputy Minister, who is its permanent head and senior adviser to the Minister of Transport.

Senior Assistant Deputy Minister

The Senior Assistant Deputy Minister (SADM) advises the Deputy Minister on resource allocations and on the management of the department, and acts as departmental representative on the Committee of Economic and Regional Development Deputies. The SADM provides the Deputy Minister with briefings on current issues and activities that have implications for the department as a whole and provides direction for departmental programming, training, personnel planning, security, audit, review and evaluation activities. The SADM acts as liaison between the Minister of Transport and Crown corporations reporting to him, and may represent the department in negotiations with industry, other departments, other levels of government, and foreign states. The SADM is assisted by the Director General, Review, and the Director, Departmental Security.

Review Directorate

The Directorate fosters improvements in the efficiency and effectiveness of departmental operations and administration and the accountability of management by providing independent evaluation, internal audit and review functions of all departmental activities. On all matters of special significance connected with internal audit and program evaluation, he reports directly to the Deputy Minister.

Assistant Deputy Minister - Co-ordination

The co-ordination of all internal and external activities and relations of Transport Canada is carried out by the Assistant Deputy Minister, Co-ordination (ADMC). Within the Department, the ADMC co-ordinates policies, programs and projects having multi-modal implications, such as those dealing with transportation in the Canadian Arctic, the transportation of the handicapped. The ADMC is also charged with co-ordinating the department's external relations in the field of transport and with co-ordinating the department's response to Cabinet or central agency directives. The ADMC maintains an overview of the department's legislative programs, including registers of regulations and statutory instruments, co-ordinates the response to Ministerial inquiries and Parliamentary questions, and directs the execution of departmental and central agency policies in the field of privacy, access to information, human rights, official languages and service to the public. The ADMC is supported by two directorates: General Policy Advice, and Government, Industry and International Relations; and two Branches: Transport of Dangerous Goods and the Departmental Secretariat, which includes the Access to Information and Privacy Co-ordinator.

General Policy Advice Directorate

The Directorate develops policy and provides advice on all issues which fall outside the responsibilities of the other groups of Transport Canada and co-ordinates departmental responses on issues involving the responsibilities of more than one group.

Government, Industry and International Relations Unit

The Unit maintains contact and consults with other government departments, provincial governments, industry, international organizations and special agencies to ensure that they are aware of Canadian transportation policy and participate in the early stages of the development of such policy.

Classes of Records

TC-10
Conferences and Committees

Description: Information on all conferences, committees, and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments and industry groups. *Storage Medium:* Microfilm. *Retrievability:* Files are arranged by committee or conference (interdepartmental, intergovernmental, international, etc.) or the purpose or organization that it services (e.g. NATO, OECD, IMCO, ICAO, etc.). Requests should specify subject or name of committee or organization.

Transport of Dangerous Goods

The Unit formulates and recommends policies, standards, and means of implementing regulations governing the transportation, storage, and handling of dangerous goods for all modes throughout Canada.

Classes of Records

TC-20
Dangerous Goods

Description: Information on policies, regulations, education programs, and administrative matters relating to the transportation and handling of dangerous goods. *Topics:* Dangerous Goods Code and regulations; education programs; inspections; commodities; containers and packaging; and international and federal-provincial committees.

Departmental Secretariat

The Secretariat provides comprehensive co-ordination systems for the development and scheduling of policies through the departmental and Cabinet decision-making process and prepares Parliamentary returns as well as advisory and briefing services for the Minister, the Deputy Minister, and senior departmental officials. The Director is also the departmental Privacy and Access to Information Co-ordinator and maintains a central consolidated registry of departmental statutes and regulations.

Classes of Records

TC-30
Legislation

Description: Information on all legislation, federal, provincial, municipal or foreign, to which the department is subject and which it must implement.

TC-40
Access to Information and Privacy

Description: Information on access to departmental records and the protection of the privacy of individuals referred to in those records. *Topics:* Access to departmental records; access to personal information banks; and access to personal records.

TC-50
Parliamentary Affairs

Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. *Topics:* Order Paper questions; oral questions; motions for production of papers; tabling of annual reports and returns; Special Committee of Council and Standing Joint Committee on Regulations and Other Statutory Instruments.

TC-60
Regulatory Activities

Description: Information on the monitoring of departmental rulemaking, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. *Topics:* Regulatory reform; regulations consolidation; Central Registry for Regulations and Statutory Instruments; regulations on microfiche.

Assistant Deputy Minister - Strategic Planning

Overall guidance for strategic planning and the conduct of long-term multi-modal planning to respond to future needs and problems are the responsibility of the Assistant Deputy Minister, Strategic Planning (ADMSP). In particular, the ADMSP conducts socio-economic studies of transport-related issues, provides macro-economic forecasts of passenger and freight needs, develops policies and programs for energy efficiency in transport, develops a departmental consensus on future transportation objectives and priorities, and prepares annual strategic planning guidelines. The Strategic Planning Group of Transport Canada is divided into five Directorates: Systems Planning, Energy Planning Strategic Policy, Economic Analysis and Research and Development, which includes the Transportation Development Centre in Montreal.

Systems Planning Directorate

The Directorate determines the need for, and conducts, multi-modal systems planning to help formulate national freight and passenger transportation objectives, policies, and investment proposals.

Energy Planning Directorate

This Directorate monitors and ensures the effective analysis of energy supply and demand trends and their likely impact on the transportation system. It develops multi-modal strategies and plans needed for the system to adjust as a whole to projected energy changes, and develops Transport Canada's contribution to national energy policies and plans. The Directorate also formulates and monitors departmental energy-related policies.

Strategic Policy

The Directorate formulates and monitors long-term multi-modal transportation objectives, strategic policies, and resource allocation criteria. (It also ensures and adequate level of university training and research in transportation.

Economic and Regional Analysis Directorate

The Directorate plans, directs, or conducts studies and projects to provide essential transportation data, models, and long-term forecasts of national and regional economies and of the transport system.

Research and Development Directorate

This Directorate plans, programs, manages, and evaluates the transportation segment of the energy research and development program of the federal government. It also plans and manages a long-term, industry-oriented transportation research and development program and is responsible for transportation research and development policy, planning, programming, and evaluation within the federal government.

Classes of Records

TC-70
Research and Development

Description: Information dealing with departmental, federal, and joint government-industry transportation research and development policies and programs. *Topics:* Icebreaking; navigation aids; safety regulations; Arctic marine transportation; rail freight; road transportation; air transportation; economic and regional studies for all modes; transportation of the handicapped and energy programs.

Assistant Deputy Minister - Personnel

The development and implementation of all departmental personnel policies and programs is planned and directed by the Assistant Deputy Minister, Personnel (ADMP), whose responsibility is to ensure the effective use of human resources in the department. The ADMP advises on all matters pertaining to personnel administration, co-ordinates and directs departmental training activities, including those undertaken by the Transport Canada Training Institute and the Coast Guard College, and has overall responsibility for employee relations within the department. The ADMP is supported by two directorates: Personnel and Training; and two branches Personnel Planning and Programmes and Labour Relations.

Assistant Deputy Minister - Finance

The Assistant Deputy Minister, Finance (ADMF), provides the Deputy Minister with systems of financial management, materiel management, contract management and review. The ADMF is also responsible for supplying management consulting services, computer services, library and information services, and administrative services; and advises the Deputy Minister on financial matters affecting the department and the Crown corporations reporting to the Minister of Transport. The ADMF is supported by seven directors, responsible for financial systems and policy, material and contracting services, management systems, communications and information, financial operations and services, financial planning and programming, and administrative services.

Operational Areas

Canadian Air Transportation Administration

The Administration directs the management of all operational, developmental, and regulatory activities of the Administration in support of aeronautics, and is responsible for maintaining and promoting all aspects of air safety. On behalf of the Minister, it administers Part I of the Aeronautics Act, and provides the Minister with economic and policy advice under Part II of the Act.

The Administrator is assisted by the deputy administrator, six regional administrators, the Canadian representative to the International Civil Aviation Organization (ICAO) in Montreal, and the Washington Liaison Officer to the Federal Aviation Administration (FAA). The group is divided into five directorates: Civil Aeronautics, Flight Services, Airports and Construction Services, Policy Planning and Programming and Finance.

Information about any of these directorates may be obtained from:
P2Administrator or Deputy Administrator
Canadian AirTransportation Administration
Transport Canada
Tower C, Place de Ville
Ottawa, Ontario
K1A 0N8

or from the offices of the Regional Administrators at the addresses listed below.

Regional Administrator
CATA
Transport Canada
P.O. Box 42
Moncton, New Brunswick
E1C 8K6

Regional Administrator
CATA
Transport Canada
Montreal International Airport
C.P. 5000
Dorval, P.Q.
H4Y 1B9

Regional Administrator
CATA
Transport Canada
4900 Yonge Street, Suite 300
Willowdale, Ontario
M2N 6A5

Regional Administrator
CATA
Transport Canada
P.O. Box 8550
Winnipeg, Manitoba
R3C 0P6

Regional Administrator

CATA
Transport Canada
Federal Building
9820-107th Street
Edmonton, Alberta
T5K 1G3

Regional Administrator
CATA
Transport Canada
739 West Hastings Street
Vancouver, British Columbia
V6C 1A2

Civil Aeronautics Directorate

The Directorate manages the air navigation services and regulatory activities of the air program. It is responsible for establishing policies, regulations, and standards for the control of Canadian airspace; for the licensing of airports, aircraft, personnel, and air carriers; for the certification of aircraft (airworthiness); for maintaining and promoting all aspects of air safety; for determining requirements of civil aeronautics for facilities and services, and for providing functional support to the regions in these areas; for directing the development of plans and programs affecting the future of the National Airspace System; and for exercising regulatory authority as delegated by the Minister of Transport under the Aeronautics Act.

The Directorate is divided into eleven Branches: Aeronautical Licensing and Inspection; Air Traffic Services; Telecommunications and Electronics (Air); Aviation Safety Bureau; Civil Aviation Medicine; Airworthiness; Civil Aviation Security; Aeronautical Standards and Legislation; Aeronautical Activity Management and Review; Legislation Review and Aviation Safety Implementation; and Aeronautical Policy, Planning Programming and Development.

Classes of Records

TC-80
Civil Aeronautics

Description: Information on miscellaneous topics concerning civil aeronautics that are not included in more specific classes of records. *Topics:* Aircraft dealers; dangerous and restricted areas; workshops and laboratories; foreign aviation; the International Civil Aviation Organization (ICAO); authorized flights; space research and satellities; meteorology; aviation associations and committees; aviation medicine; aviation inspections; aviation services generally; trophies and awards; and aviation research and development.

Aeronautical Licensing and Inspection

The Branch promotes, directs, and co-ordinates the development of national policies, programs, systems, and objectives to ensure that all aviation related equipment and personnel in Canada are adequately inspected and licensed.

Classes of Records

TC-90
Air Traffic Operations

Description: Information on the development of policies, ruling, and rates for air carriage of freight, mail, and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs, and schools, and Air Canada. *Topics:* Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools; operating certificates; and Air Canada. *Retrievability:* Files are arranged by subject, airline company, flying club, or school.

TC-100
Aircraft

Description: Information on aircraft safety, flying rules and regulations, regulations, inspections, operations, types of aircraft, specifications, tests, and approvals of material and equipment. *Topics:* Aviation safety; flying rules and regulations; registration, inspection, operation, and types of aircraft; aircraft specifications; tests of aircraft; approval of materials and equipment; and accidents. Storage Media: EDP and Microfilm. File Arrangement: By subject, aircraft type, and aircraft markings. Specific aircraft markings should be indicated where appropriate.

TC-110
Examinations and Certificates

Description: Information on personnel licensing standards, including examinations and certification for air pilots, air engineers, and air traffic control officers. *Topics:* Licensing standards; examinations; certificates; air pilots; air engineers; and air traffic controllers. Storage Media: EDP and Microfilm. *File Arrangement:* By subject for licensing standards and examinations, by name of licensed pilot, air engineer, and air traffic controller, or by applicant for licences.

Air Traffic Services Branch

The Branch is responsible for the development and implementation of national policies for air traffic services, the establishment of systems and goals necessary to achieve safe and efficient movement of air traffic within Canadian - controlled airspace. It includes the Air Traffic Services Research and Experimental Centre in Hull, P.Q.

Classes of Records

TC-120
Air Traffic Services

Description: Information on the research, development, implementation, and maintenance of national policies, systems, and procedures for safe and efficient air traffic services and control within Canadian-controlled airspace. *Topics:* Area control; airport control; terminal control; information and supplementary services; research and development. *File Arrangement:* By subject and geographically by site codes or areas. Requests should refer to type of service and geographic location or areas where appropriate. *Storage Medium:* EDP systems.

Telecommunications and Electronics (Air) Branch

This Branch is responsible for the co-ordination and effective utilization of telecommunications and electronics resources, in the service and aid of civil aviation, that will ensure the safety and efficiency of all flights operating in Canadian airspace, including development and implementation of the National Flight Service Station (FSS) activity. The Director is also responsible for the design, development, installation, and maintenance of all electronic and computer based systems required on a national basis to provide navigational, surveillance, communications, airport security, and information systems.

Classes of Records

TC-130
Telecommunications and Electronics (Air)

Description: Information on the establishment, operation, and maintenance of stations and systems which provide communications and electronic navigation aids to civil aviation, including procurement of equipment, broadcast services, and airport advisory services. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Storage Medium:* EDP and microfilm. File Arrangement: By subject and geographically by site codes. Requests should refer to specific geographic locations where appropriate.

Flight Services Directorate

This Directorate is responsible for planning and organizing the provision, maintenance, and operation of all aircraft, helicopters, and related resources necessary to respond to the user needs of Transport Canada, other federal departments, senior members of the Government, and foreign dignitaries. It is divided into eight branches: Flight Operations; Technical Services; Training; Quality Assurance; Flight Services; Manager Administrative Services; Manager, Planning and Programming; and Systems Safety Officer.

Classes of Records

TC-140
Transport Canada Aircraft

Description: Information on Transport Canada aircraft of all descriptions. *Topics:* Quality assurance; technical services; purchasing; training; flight operations; and systems safety.

Airport Construction Services Directorate

This Directorate is responsible for establishing policies and standards for safe and efficient airport facilities and services, providing functional direction and support to regions in these areas, and for directing the development of plans and programs affecting the future of the National Airports System. It is divided into seven branches: Administration and Contracts; Marketing; Policy Planning and Programming; Airport Facilities; Airport Services and Security; Airport Professional Services; and Airport Activity Management and Review.

Classes of Records

TC-150
Airports

Description: Information on civil airports, heliports, and STOL ports. *Topics:* Planning, establishment, design, construction, maintenance, and operation of airports; site acquisition, including environmental, considerations and grants; equipment; services; utilities; facilities; concessions and leases; claims; buildings; safety; policy and security; fire protection and rescue; and catering and messing. *Storage Medium:* EDP and microfilm.

Policy, Planning and Programming (Air) Directorate

The Directorate is responsible for developing and implementing policy, planning systems, and programs to ensure there is an effective planning and programming process within the Air Administration; for providing all aviation statistics and forecasts required for policy planning and programming throughout CATA; for developing internal and external energy conservation programs and recommending a national plan for air transportation energy; for providing advice on policy positions and alternatives related to domestic and international air transportation programs, bilateral agreements, and other related issues; directing the development of the National Air Transportation Plan; and for Co-ordinating activity and technology aviation planning. The Directorate is divided into seven branches: Domestic Policy; International Policy; Planning; Human Resource Requirements and Programming; statistics and Forecasts; Programming (Air); and Economic Analysis and evaluation.

Canadian Marine Transportation Administration

The Administration groups into one corporate entity, the various marine agencies that are responsible for providing and operating marine terminal route infrastructure facilities and services, management of all operational, developmental, and regulatory activities of the department in support of marine transportation, and the development of ports and marine commerce in Canada. The Administrator is assisted by a Deputy, by the Commissioner of the Canadian Coast Guard, by the Director, Ports and Harbours, by the Chairman of the National Harbours Board, the President of the St. Lawrence Seaway Authority and the Chairmen of the four Pilotage Authorities (Atlantic, Laurentian, Great Lakes and Pacific).

In particular, the Administration formulates and implements marine transportation policies, programs and directives, ensures the efficient operation of marine way and terminal facilities, marine traffic management and pilotage services, and is responsible for providing a fleet of ships in support of navigation and the Arctic re-supply activity.

These responsibilities are carried out by a headquarters administrative unit, Ports and Harbours, Marine Policy Co-ordination, Programming and Finance, Shipping Policy, Operations Review and Emergency Planning, and Contract Administration.

The Canadian Coast Guard's responsibilities include the provision of such services as aids to navigation, telecommunications and ship movement systems, ship safety including search and rescue, icebreaking, and all regulatory activities concerning the design, construction and maintenance of ships, and the safety of personnel and cargoes, pollution prevention and marine casualty investigation. The main subdivisions that carry out these functions are Aids and Waterways, Telecommunications and Electronics, Fleet Systems, Ship Safety, and Marine Casualty Investigations. Official information about any of these activities may be obtained from:

Office of the Administrator
Canadian Marine Transportation Administration
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N7

or from regional offices of the Coast Guard at the addresses listed below.

Laurentian Region

Regional Director
Canadian Coast Guard
2 Place Quebec
Room 212
Quebec, P.Q.

Central Region

Regional Director
Canadian Coast Guard
Toronto Star Building
One Yonge Street, 20th Floor
Toronto, Ontario
M5E 1E5

Maritimes Region

Regional Director
Canadian Coast Guard
P.O. Box 1013
Dartmouth, Nova Scotia
B2Y 3Z7

Office Address:

Twin Towers
Royal Bank Building
46 Portland Street
Dartmouth, Nova Scotia

Newfoundland

Regional Director
Canadian Coast Guard
P.O. Box 1300
St. John's, Newfoundland
A1C 5N5

Office Address:

Southside Road
St. John's, Newfoundland

Western Region

Regional Director
Canadian Coast Guard
Box 10060 Pacific Centre
700 West Georgia Street
Vancouver, British Columbia
V7Y 1E1

A description of the organization and responsibilities of the St. Lawrence Seaway Authority, the National Harbours Board and the four Pilotage Authorities, as well as the records held by them, are provided elsewhere in this Register.

Ports and Harbours Branch

The Branch plans and administers public port facilities serving commercial water transportation interests and provides functional direction to the Regions in these areas. It also ensures that the development and conduct of Harbour Commission programs are co-ordinated with the various related activities of Transport Canada and other federal government departments.

Classes of Records

TC-160
Harbours and Ports - Public

Description: Information on the establishment, administration, development, operation, and maintenance of ports and harbours, including the establishment and collection of user charges. *Topics:* Facilities; studies; harbours and ports; headlines; harbour masters; property records; rules and regulations; tariffs and fees; and returns and refunds.

TC-170
Harbours Under Commission

Description: Information on the administration, operation, development, and maintenance of facilities in the Commission harbours. *Topics:* Administration; incorporation; legislation; annual reports; statistics; by-laws; regulations; waterlots; leases; commissioners; staff; elevators; finance; harbour limits; headlines; land and property; and wharves. *File Arrangement:* By subject, name of Commission and geographically by name of harbour or port.

TC-180
Wharves

Description: Information on the administration, operation, and maintenance of marine facilities under the jurisdiction of the Ports and Harbours Branch, including the planning and development of port facilities and the establishment and collection of tariffs. *Topics:* Administration; rules and regulations; tariffs and fees; leases; and inspections and wharfingers.

Marine Policy Co-ordination Directorate

The Directorate is responsible for advising and making recommendations to senior officials of Transport Canada and other federal departments on all major policies concerning the provision of marine services and facilities, as well as for directing and co-ordinating the assessment of the impact of those policies. It also provides response to matters arising out of current policies on marine services and facilities and in so doing establishes and maintains contacts with other levels of government for the purposes of negotiations and liaison.

Classes of Records

TC-190
Marine Pilotage

Description: Information on by-laws, regulations, standards, pilotage authority, accounts, paylists, boards, and launches. *Topics:* By-laws; regulations; standards; pilotage authorities; accounts; paylists; boats; and launches. *File Arrangement:* By subject and pilotage authority.

Canadian Coast Guard

Aids and Waterways Branch

The Branch develops and recommends policies to aid marine navigation and prepares legislation and regulations for the control of marine traffic. It also reviews and approves construction plans under the Navigable Waters Protection Act and directs the development of commercial navigable waterways.

Classes of Records

TC-200
Aids to Navigation - Marine

Description: Information on the establishment, operation, and maintenance of fixed and floating marine navigation aids. *Topics:* Buoys; lights; beacons; fog signals; notices to shipping; notices to mariners; site acquisitions; buildings; structures; service contracts; and vessel traffic management. *Storage Medium:* EDP and microfilm. File Arrangement: By subject and geographic location. Requests should refer to type of navigational aid or geographic location as appropriate.

TC-210
Navigable Waters - Protection

Description: Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. *Topics:* Applications for approval; approval of construction; types of buildings and works; and designation of navigable waters. *Storage Medium:* Microfilm. *File Arrangement:* By subject, individuals or companies, geographic location, type of building, or works.

TC-220
Waterways

Description: Information on water levels and gauges, St. Lawrence waterways, and the Canso Canal. *Topics:* Water levels and gauges; St. Lawrence waterways; Canso Canal; and St. Lawrence Ship Canal.

TC-230
Navigable Waters - Obstructions

Description: Information on obstructions in navigable waters. *Topics:* Obstructions in navigable waters; bridges; cribworks; sunken piers; logs; rafts and lumber; shoals; wrecks; and derelicts. *File Arrangement:* By subject, individual, company, geographic location, type of obstruction, or names or derelict or wrecked vessels.

Telecommunications and Electronics Branch

The Branch is responsible for the development and implementation of policies and plans to provide and operate telecommunications and electronics systems and services required by the Canadian Coast Guard programs.

TC-240
Telecommunications and Electronics (Marine)

Description: Information on the establishment, operation, and maintenance of stations and systems which provide communications and electronics navigation aids to the Canadian Coast Guard and marine transportation, including design and procurement of equipment. *Topics:* Establishment; construction; operation; maintenance; services; buildings; site acquisitions; concessions and leases; apparatus; supplies; equipment; utilities; security; and frequencies. *Storage Medium:* EDP and microfilm. File Arrangement: By subject, geographic location and name of Coast Guard ship.

Fleet Systems Branch

The Branch develops national policies and plans for the composition, operation, maintenance of the Canadian Coast Guard Fleet which provides shipping with ice-breaking and ice-escort services; gives support to other functions, such as aids to navigation; and acts as the marine component of search and rescue activities.

Standard instructions pertaining all activities of the ships and other components of the Canadian Coast Guard fall under Fleet Systems responsibility.

Classes of Records

TC-250
Ships - Canadian Government

Description: Information on the operations, functions, and services performed by the Canadian Coast Guard Fleet, such as northern supply operations, support to aids to navigation, and search and rescue. This includes information on the operation and maintenance of Canadian Coast Guard vessels, such as acquisitions and supplies. *Topics:* Purchases; charters; sales; services; northern transportation; accidents and damage claims, fuel; movements; provisioning; repairs; inspections. File Arrangement: By subject and name of Coast Guard vessel.

TC-260
Search and Rescue

Description: Information on search and rescue operations and lifesaving stations. *Topics:* Lifesaving stations; search and rescue; equipment; and supplies.

TC-270
Ice Operations

Description: Information on icebreaking, ice reporting, ice escorting, and the International Ice Patrol. *Topics:* Icebreaking; ice reporting; ice escorting; International Ice Patrol; methods; and equipment.

Ship Safety Branch

The Branch develops and applies safety standards for the design, construction, operations, and maintenance of ships and air-cushion vehicles, for their machinery and equipment, for navigation, for handling and stowage of cargo, for the qualification and certification of ship and air-cushion vehicle personnel, and for the prevention of pollution by ships. It also participates in the development of international codes, conventions, and regulations concerning marine safety, and maintains registries of vessels and ships' personnel.

Classes of Records

TC-280
Harbours and Ports - Cargo Loading

Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes, and the appointment of surveyors and port wardens. *Topics:* Rules and regulations; reports and returns; and appointments of surveyors and Port Wardens.

TC-290
Ships' Officers and Seamen

Description: Information on the qualification and certification of ships' officers and seamen. *Topics:* Masters; mates; engineers; seamen; discharge books; shipping masters; examinations; certificates; welfare and discipline; and clearances of vessels. *Storage Medium:* EDP. File Arrangement: By subject and names of ships' officers and seamen.

TC-300
Navigation and Seamanship

Description: Information on navigation, seamanship, collision regulations, speed of vessels, and training schools. *Topics:* Navigation; seamanship; collision regulations; speed of vessels; anchorages; schools; and apparatus and equipment.

TC-310
Control of Shipping

Description: Information on the control of shipping, including the casting trade and small boats. *Topics:* Coasting trade; freight movements; commodities; marine irregularities; merchant marine; Park Steamship Company; and small boats.

TC-320
Ships - Registration and Licensing

Description: Information on the registration and licensing of ships other than —small vessels—. *Topics:* Ports of registry; ships registered; and ships licensed. Storage Medium: EDP system. *File Arrangement:* By name of ship.

TC-330
Ships - Inspection

Description: Information on inspection, regulations, and procedures; including small vessel inspection and capacity and horsepower plates. *Topics:* Regulations; procedures; small vessel inspection; and capacity and horsepower plates. *File Arrangement:* By name of small vessel.

TC-340
Ships' Inspection - Appliances and Equipment

Description: Information on the testing and approval of ships' appliances and equipment. *Topics:* Engines; boilers; machinery; fire protection equipment; lifesaving equipment; materials used in construction of ships. *Storage Medium:* Microfilm.

TC-350
Ships' Inspection - Safety

Description: Information on the inspection and certification of ships used in the carriage of dangerous goods and load lines. *Topics:* Explosives; dangerous goods; load lines. *File Arrangement:* By name of ship.

TC-360
Ships' Inspection - Specific

Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. *Topics:* Ferries; drilling rigs; ships; ships' tackle; and survey reports. *Storage Medium:* EDP. *File Arrangement:* By name of ship.

TC-370
Air Cushion Vehicles (ACV)

Description: Information on all aspects of air cushion vehicles. *Topics:* Regulations; registration; licensing; certification; inspection; examination and certification of personnel, companies, equipment, and material; research and development; and accidents and investigations. Storage Medium: EDP. *File Arrangement:* By subject, by names of personnel, and by name, type and registration marks of ACVs.

TC-380
Ships - Measuring and Surveying

Description: Information on the rules, regulations, and procedures for measuring and surveying ships; the appointment of surveyors; agreements with other countries; and tonnage measurements. *Topics:* Rules; regulations; appointment of measuring surveyors; agreements with other countries.

TC-390
Pollution

Description: Information on rules, regulations, and policies for the prevention of pollution in inland waters and at sea. It includes emergency plans and operations concerning the clean-up of oil or other pollutants. *Topics:* Rules; regulations; policies; plans; operations; reports; methods; and equipment.

Marine Casualty Investigations Unit

This Unit develops and recommends policies on the investigation of marine casualties, conducts investigations, and recommends policies on the conduct and competence of certificated officers and pilots. It also prepares and implements a national program for the preservation, protection, and disposal of wrecks.

Classes of Records

TC-400
Casualties, Wrecks, Salvage

Description: Information on casualties, investigations, reports, cargoes, wrecks, salvage, and the appointment of Receivers of Wreck. *Topics:* Rules; regulations; casualty statistics; cargo and equipment losses; investigations; reports; collisions; groundings; founderings; and appointments of Receivers of Wreck. *Storage Medium:* EDP. *File Arrangement:* By subject, by names of vessels and by areas of occurrence.

Canadian Surface Transportation Administration

The Administration directs the formulation and implementation of surface transportation policies and programs and manages all operational, developmental, and regulatory activities of Transport Canada relating to surface transportation. It is also responsible for operation of the Motor Vehicle Test Centre at Blainville, Quebec.

The Administration is divided into six Branches: Highway Transportation; Road and Motor Vehicle Traffic Safety; Water Transportation; Railway and Grain Transportation; Railway Passenger Transportation; and Surface Policy, Planning and Urban Programs.

Information about any of these units may be obtained from:

Office of the Administrator
Canadian Surface Transportation Administration
Department of Transport
Place de Ville
Ottawa, Ontario
K1A 0N5

Highway Transportation Directorate

This Directorate develops, implements, and monitors policies and programs to improve the capability and efficiency of highway transportation.

Classes of Records

TC-410
Highways

Description: Information on policies, studies, and objectives for the provision, regulation, and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. *Topics:* Highways economics; engineering; construction; and operations. *File Arrangement:* By subject, name of project or highway or geographical location.

TC-420
Motor Carriers

Description: Information on the interprovincial and international motor carrier industry, and intergovernmental relations, both federal-provincial and international. *Topics:* Commercial and private trucking; household goods; commercial buses; freight forwarding; federal and provincial regulations and laws; studies.

TC-430
Bridges and Tunnels

Description: Information on policies, studies, and objectives on the provision, regulation, and management of international bridges and tunnels, and federal-provincial collaboration in international bridge and tunnel projects.

Road and Motor Vehicle Traffic Safety Directorate

This Directorate co-ordinates federal government activities in motor vehicle and traffic safety to death, severity of injuries, and health impairment, property damage, and fuel consumption. Principal responsibilities include development and enforcement of mandatory safety standards for motor vehicles, development of road safety countermeasures, liaison with motor vehicle agencies in other countries, management of the Motor Vehicle Test Centre and fuel economy programs and participation in co-operative federal-provincial road safety programs.

Classes of Records

TC-440

Road and Motor Vehicle Traffic Safety

Description: Information on road and motor vehicle traffic safety, research and development of countermeasures, engineering development and enforcement of safety and emission standards and safety regulations, management of the Motor Vehicle Test Centre, and fuel economy programs. *Topics:* Road and motor vehicle traffic safety; countermeasures development; accident and defect investigations; public complaints; recall campaigns; motor vehicle engineering and safety standards; motor vehicle safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; motor vehicle emissions control; and fuel economy. Storage Media: EDP, test film, microfilm, video tape. File Arrangement: By subject, project, company, or safety standard.

Water Transportation Assistance Directorate

This Directorate establishes policies, plans, and programs for all aspects of water transportation assistance and associated services over inland and coastal waters, as required by the federal government.

Classes of Records

TC-450

Surface Transportation - Water Transportation Assistance

Description: Information on policies and programs for administration of subsidies to ferry and coastal services. *Topics:* Ferry and coastal services; subsidies; levels of service; and tariffs.

Railway and Grain Transportation Directorate

This Directorate initiates, develops, implements, and monitors policies and programs for the grain transportation and handling system and improvement of the capability, efficiency, and safety of railway systems.

TC-460

Railway and Grain

Description: Information on railway operations and design, regulations, freight transportation, capacity, and grain transportation and handling. *Topics:* Lands; buildings; legislation; regulations; leases, finance; operations; maintenance; traffic; freight; rates, rights-of-way; main and branch lines; terminals.

Railway Passenger Transportation Directorate

This Directorate initiates, develops, implements, and monitors policies and programs to improve the capability and efficiency of the railway passenger program.

TC-470

Railway Passenger

Description: Information on railway passenger services and systems in Canada. *Topics:* Passenger Services; VIA Rail.

Surface Policy, Planning and Urban Programs Directorate

This Directorate develops and co-ordinates policies and studies affecting the surface modes of transport. It also co-ordinates the financial planning function for surface transportation, administers the private rail cars for government, develops and implements urban transportation policies and programs, and develops and implements railway relocation and crossing programs.

TC-480

Surface Transportation Policy

Description: Information on policies and programs affecting the various modes of surface transportation, private rail car operations, urban transportation, and railway relocation and crossings. *Topics:* Multi-modal transportation; private rail cars; urban transportation; and railway relocation and crossings.

Historical Perspective

More than 600,000 Canadian men and women served during the First World War. Of these, 66,655 gave their lives and approximately 173,000 were wounded. In addition, 1,605 Newfoundlanders died in that war.

More than one million Canadians served their country during the Second World War. Of these, over 44,000 were killed and approximately 55,000 wounded. There were 722 fatalities from Newfoundland forces.

During the Korean Conflict, more than 26,000 Canadians served with the United Nations Peacekeeping Forces: 516 died and 1,200 were wounded.

At the end of 1980 the Canadian veteran population was approximately 780,000.

Names of Canadians who were killed in these wars and the Boer War are recorded in Books of Remembrance. The original volumes, including the Newfoundland Book of Remembrance, are open to public view in the Peace Tower on Parliament Hill in Ottawa. Copies are retained in every province.

Veterans Affairs Canada consists of the Department and four associated agencies, namely the Canadian Pension Commission, the Pension Review Board, the Bureau of Pensions Advocates and the War Veterans Allowance Board.

The Department was created by Act of Parliament in 1944. Previously the care of veterans had been the responsibility of the Military Hospitals Commission, the Department of Soldiers Civil Re-Establishment (created during the First World War), and then the Department of Pensions and National Health, established in 1928.

Towards the end of the Second World War Veterans Affairs Canada was established to oversee expanded rehabilitation programs. The Canadian Pension Commission was formed in 1933 as the successor to the Board of Pension Commissioners that had been in operation since 1919. The War Veterans Allowances Board was established in 1936, when it replaced the War Veterans Allowance Committee. The Pension Review Board and the Bureau of Pensions Advocates were both created in 1971 as a result of amendments to the Pension Act.

Laws and Regulations - Department

The Department was established by the Department of Veterans Affairs Act, R.S.C. 1970, Chap. V-4.

The duties, powers and functions of the Minister are set forth in general terms in Section 5 of the Department of Veterans Affairs Act. His authority to make regulations, subject to the approval of the Governor-in-Council, in a number of areas is set forth in Section 6. The series of regulations made under the Department of Veterans Affairs Act are as follows:

- Assistant Fund (War Veterans Allowances and Civilian War Allowances) Regulations, P.C. 1965-1213 (Order in Council), June 30, 1965, as amended
- Canadian National Institute for the Blind for training and aftercare, P.C. 1311-14861, September 14, 1951, as amended
- Guardianship of Veterans' Property Regulations, P.C. 1954-320, March 4, 1954
- Last Post Fund Regulations, P.C. 1967-206, February 2, 1967, as amended
- Pensioners Training Regulations, P.C.1959-947, July 22, 1959, as amended
- Veterans Burial Regulations, P.C. 1957-1181, August 27, 1957, as amended
- Veterans Estates Regulations, P.C. 1954-1536, October 6, 1954
- Vetcraft Shop Regulations, P.C. 1958-1624, November 27, 1958, as amended
- Veterans Treatment Regulations, P.C. 1962-1401, October 4, 1962, as amended

The other statutes administered by the Department under the direction of the Minister are as follows:

- Allied Veterans Benefits Act, R.S.C. 1952, Chap. 8
- Children of War Dead (Education Assistance) Act, R.S.C. 1970, Chap. C-18
- Children of War Dead (Education Assistance) Regulations, P.C. 1962-1366, September 27, 1962, as amended
- Fire Fighters War Service Benefits Act, R.S.C. 1952, Chap. 117
- The Returned Soldiers' Insurance Act, Chap. 54, as amended
- Returned Soldiers' Insurance Regulations, P.C. 3652, July 31, 1952, as amended
- Soldiers Settlement Act, R.S.C. 1927, Chap. 188, as amended
- Special Operators War Service Benefits Act, R.S.C. 1952, Chap. 256
- Supervisors War Service Benefits Act, R.S.C. 1952, Chap. 258
- Veterans Benefit Act, 1954, R.S.C. 1970, Chap. V-2
- Veterans Insurance Act, R.S.C. 1970, Chap. V-3
- Veterans Insurance Regulations, P.C. 1954-1392, September 17, 1954, as amended
- Veterans' Land Act, R.S.C. 1970, Chap. V-4, as amended
- Veterans' Land Regulations, P.C. 1965-952, May 20, 1965, as amended
- Regional Advisory Committee Regulations, P.C. 1965-941, May 20, 1965
- Veterans Rehabilitation Act, R.S.C. 1970, Chap. V-5
- Veterans Rehabilitation Regulations, P.C. 1954-1571, October 13, 1954, as amended
- War Service Grants Act, R.S.C. 1970, Chap. W-4
- War Service Grants Regulations, P.C. 1954-1572, October 13, 1954, as amended
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act, R.S.C. 1952, Chap. 297

Overall Responsibilities

The Department's mission is to manage special programs for veterans and other specified persons which will compensate for death and disabilities incurred in the service of Canada, or enable them to be self-sufficient and participate members of the community, and to otherwise perpetuate recognition of wartime sacrifice and its contribution to Canada.

The purpose of some of the original rehabilitation programs, such as Re-establishment Credits, was successfully fulfilled and they were phased out. The Department's responsibilities continue to include the administration of pensions and war veterans' allowances, medical treatment, counselling, advocacy and educational assistance to children of the war dead, as well as commemoration of those who served their country during wartime.

Today, most veterans are approaching the end of their working life; programs are being tailored to meet their needs as they approach old age.

Organization

The Department and its four associated agencies report to Parliament through the Minister of Veterans Affairs. Veterans Affairs Canada has two operational branches: The Veterans Services Branch and the Veterans Land Administration.

Medical, surgical and dental treatment, including special equipment and domiciliary care, are provided to eligible veterans and other qualified persons. Miscellaneous allowance benefits are payable in certain circumstances under the Veterans' Treatment Regulations.

Thirty-two district offices provide Social Services and benefits counselling in the office and in the home. These offices are located in St. John's and Corner Brook, Newfoundland; Charlottetown, P.E.I.; Halifax and Sydney, Nova Scotia; Saint John and Campbellton, New Brunswick; Sherbrooke, Sainte-Foy, Montreal and Gatineau, Quebec; Ottawa, Kingston, Peterborough, Toronto, Toronto (South), Toronto (North), Brampton, Hamilton, London, Windsor, North Bay and Thunder Bay, Ontario; Winnipeg and Brandon, Manitoba; Regina and Saskatoon, Saskatchewan; Calgary and Edmonton Alberta; and Vancouver, Penticton, Prince George and Victoria, British Columbia.

Veterans Land Administration

Dominion Building
Queen and Richmond Streets
Charlottetown, Prince Edward Island

The Veterans Land Administration manages property purchase agreements between the Director, VLA and veterans and their heirs. More than 140,000 veterans have been settled under the Veterans' Land Act since its inception nearly 35 years ago. The final lending deadline was March 31, 1977.

Veterans Land Administration offices are located in Saint John, New Brunswick; Montreal, Quebec; Willowdale, Ontario; and Saskatoon, Saskatchewan.

Laws and Regulations - Agencies

The Canadian Pension Commission

The statutes administered by the Canadian Pension Commission are as follows:

- Pension Act, R.S.C. 1970, Chap. P-7, as amended
- Civilian War Pensions and Allowances Act, Parts I to X R.S.C., Chap. C-20, as amended
- The Compensation for Former Prisoners of War Act

The Commission also adjudicates or makes recommendations on claims under the following:

- The Flying Accidents Compensation Regulations, P.C. 1972-2613, November 9, 1972
- Supplementary Pensions under the Women's Royal Naval Services and the South African Military Nursing Services (Benefits) Act, R.S.C. 1952, Chap. 297
- The Special Operators War Service Benefits Act, R.S.C. 1952, Chap. 256
- The R.C.M.P. Superannuation Act, R.S.C. 1970, Chap. R-11, as amended
- The R.C.M.P. Pension Continuation Act, R.S.C. 1970, Chap. R-1-, as amended
- The Gallantry Gratuities and Annuities Order, P.C. 1974-723, March 26, 1974
- Penitentiary Inmates Accident Compensation Order, P.C. 1977, October 6, 1977
- Special Indemnity Plan for Dependants of Canadian Forces Attaches, T.B. 753619, December 1, 1977
- The Defence Services Pension Continuation Act, R.S.C. 1970, Chap. D-3, as amended

War Veterans Allowance Board

The legislation under which the Board adjudicates is as follows:

- War Veterans Allowance Act, R.S.C. 1970, Chap. W-5, as amended
- Veterans Allowance Regulations, C.R.C., Chap. 1602, December 3, 1974, as amended
- Civilian War Pensions and Allowances Act, Part XI, R.S.C. 1970, Chap. C-20, as amended
- Civilian Allowances Regulations, C.R.C., Chap. 402, December 3, 1974, as amended Pension Review Board
- Pension Act, Sections 75 to 81 Bureau of Pensions Advocates
- Pension Act, Part II

Canadian Pension Commission

Veterans Affairs Building
284 Wellington Street
Ottawa, Ontario
K1A 0P4

The Canadian Pension Commission is responsible, under the Pension Act, with the administration of the legislation in such a way as to recognize the obligation of the people and Government of Canada to provide compensation to those members of the Forces who have been disabled or have died as a result of military service. This Act also provides for the payment of pensions for surviving dependants, and allowances for exceptional incapacity, attendance and clothing. The Commission also administers Part I to X of the Civilian War Pensions and Allowances Act which provides for similar awards for disability or death attributable to service during World War II in certain organizations or types of employment which were closely associated with the Armed Forces such as Merchant Seamen or Auxiliary Services personnel; the Compensation for Former Prisoners of War Act which provides for the payment of compensation for former prisoners of war, evaders and escapees and their dependants; and the Halifax Relief Commission Pension Continuation Act which authorizes pension payments to certain persons injured in the Halifax explosion of 1917. As well, the Commission adjudicates on pension claims under various other Act, Orders and Regulations such as the Royal Canadian Mounted Police Act and the Flying Accidents Compensation Regulations.

Canadian Pension district offices are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy and Montreal, Quebec; Ottawa, Toronto, North Bay, Hamilton, London and Kingston, Ontario; Winnipeg, Manitoba; Saskatoon and Regina, Saskatchewan; Calgary and Edmonton, Alberta; and Vancouver and Victoria, British Columbia.

Pension Review Board

Trebla Building
473 Albert Street
Ottawa, Ontario
K1R 5B4

This agency acts as an appeal tribunal for applicants who are dissatisfied with decisions of the Canadian Pension Commission. It is the final authority on matters of pension entitlement, the amount of money to be awarded and the interpretation of pension legislation and regulations.

Bureau of Pensions Advocates

Veterans Affairs Building
284 Wellington Street
Ottawa, Ontario
K1A 0P4

The Bureau provides a free legal service to applicants and pensioners under the Pension Act. It assists veterans to prepare applications for pensions and also to apply for changes in the amount of pension previously awarded. Bureau lawyers also represent veterans at hearings held under the Pension Act.

District Pension Advocates are located in St. John's, Newfoundland; Charlottetown, Prince Edward Island; Halifax, Nova Scotia; Saint John, New Brunswick; Ste. Foy and Montreal, Quebec; Ottawa, Willowdale, Hamilton, London and North Bay, Ontario; Winnipeg, Manitoba; Regina and Saskatoon, Saskatchewan; Calgary and Edmonton, Alberta; and Vancouver and Victoria, British Columbia.

War Veterans Allowance Board

Dominion Building, 6th Floor
Queen and Richmond Streets
Charlottetown, Prince Edward Island
C1A 8M9

The War Veterans Allowance Board acts as a court of appeal for dissatisfied War Veterans Allowance and Civilian War Allowance applicants and recipients. It reviews decisions of district authorities to ensure that adjudication is consistent with the intent of the legislation and applied uniformly throughout Canada. The Board adjudicates pursuant to specific sections of the legislation where it has sole jurisdiction, provides interpretation of the Acts and Regulations and advises the Minister of the Regulations.

Access Procedures

Requests for access to records under the Access to Information Act should be directed to:

Access to Information and Privacy Co-ordinator
Department of Veterans Affairs
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 566-8567

Personal Information

For access to personal information under the Privacy Act, please consult the Veterans Affairs Canada section of the privacy index. Information on individuals is not included in this Register.

General Information

Requests for general information should continue to be addressed to Public Affairs personnel at Headquarters and at regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to the Public Affairs Directorate, Veterans Affairs Canada, at one of the following addresses:

284 Wellington Street
Ottawa, Ontario
K1A 0P4
Telephone: (613) 992-4234

Dominion Building
Queen and Richmond Streets
Charlottetown, Prince Edward Island
C1A 8M9
Telephone: (902) 894-5072

P.O. Box 1002
45 Alderney Drive
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (902) 426-8530

4545 Queen Mary Road
Montreal, P.Q.
H3W 1W4
Telephone: (514) 344-4458

4900 Yonge Street
5th Floor
Willowdale, Ontario
M2N 6B2
Telephone: (416) 224-4094

1200 Portage Avenue
Winnipeg, Manitoba
R3G 0T5
Telephone: (204) 949-4163

Alvin Building

1155 Robson Street
Vancouver, B.C.
V6E 1B9
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Publications

The following publications are available, free of charge, by writing to:

The Directorate of Public Affairs
Veterans Affairs Canada
284 Wellington Street
Ottawa, Ontario
K1A 0P4

- Annual Reports Veterans Affairs Canada, the Pension Review Board, the Canadian Pension Commission, the War Veterans Allowance Board, and the Bureau of Pensions Advocates
- Pensions for disability and death related to military service (bilingual booklet)
- War Veterans Allowance and Civilian War Allowances (bilingual booklet)
- Funerals - Burials - Headstones - Assistance available to veterans' dependants (bilingual leaflet)
- Benefits to Canadian Veterans Residing Outside Canada (bilingual leaflet)
- Veterans Affairs - Services and Benefits (bilingual booklet, revised July 1982)
- Valour Remembered - Canada and the First World War; Valour Remembered - Canada and the Second World War (bilingual booklets)
- Lieutenant-Colonel John McCrae, Soldier - Poet-Physician (bilingual pamphlet)
- The Newfoundland and Beaumont-Hamel Memorial (bilingual pamphlet)
- Canadians Who were Prisoners of War in Europe during World War II — Report to the Minister of Veterans Affairs of a study by J. Douglas Hermann (bilingual report)
- Pension Review Board Reports (bilingual periodical)
- We will remember... - overseas memorials to Canada's war dead, by Colonel G.W.L. Nicholson
- Veneration for Valour — an assessment of Veterans legislation, its impact on Canadian veterans and on Canada as a whole, by Joseph Schull (available in French as Hommage a la Vaillance)
- The Aging Veterans' Program (bilingual leaflet)
- The National War Memorial (bilingual booklet)
- The Vimy Memorial (bilingual booklet)

EDP System

The Directorate of Information Systems maintains corporate databases on Veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits administered by Veterans Affairs Canada or the Canadian Pension Commission. This information consists of items such as names, addresses, service numbers, benefits received, status of applications received and additional items required to provide service to the client in a timely and accurate manner.

General Classes

The following three Classes of Records contain information on programs and activities that cannot be attached to a particular organizational unit or function.

Classes of Records

VAC-10
Honours and Awards

Description: Information on the issue and replacement of World War I and II Campaign Stars, medals, Service Buttons and Silver Memorial Crosses. *Topics:* Eligibility; mounting and waring of decorations, Campaign Stars and medals; Gallantry Awards; Campaign Stars and medals - World War I and II; War Service Buttons; Silver Memorial Cross.

VAC-20
Commemoration and Special Events

Description: Information on the planning and direction of commemorative events for wars, battles and campaigns; domestic and overseas pilgrimages and tours; National War Memorial and other memorials. *Topics:* Annual Vimy ceremonies; annual Remembrance Day ceremonies - Ottawa; major overseas commemorations - Koreau, France (D-Day, Somme, Dieppe, Vimy, etc.), Hong Kong, Italy, Holland; commemorations - Canada; visits and tours, overseas and Canada.

VAC-30
Relocation to Charlottetown, P.E.I.

Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of Veterans Affairs Canada Headquarters from Ottawa to Charlottetown, P.E.I. *Topics:* Relocation Task Force; construction of new building; organization development, double banking, training; accommodation planning; support services; liaison with provincial, federal, municipal governments and veterans organizations; site selection; Ottawa core group; committees, studies, publications and briefings; housing, education and language training in Prince Edward Island; public relations; social, cultural and economic impact on Prince Edward Island; employees relocating to Charlottetown - two-year guarantee; non-relocating employees - reassignment, training.

Veterans Services Branch

This Branch administers a broad range of economic, medical and social benefits to qualified veterans, their dependants and other specified persons. Benefits include War Veterans and Civilian War Allowances, Assistance Fund Grants, medical and dental services, prosthetic services, examination and treatment, domiciliary care, allowances and ancillary benefits, counselling services, Veterans Insurance and a wide range of special benefit programs. Veterans Services also administers two hospitals and two domiciliary care homes.

VAC-40
Client Services

Description: Information on the maintenance and improvement of the quality of service to veterans, their dependants and survivors. *Topics:*

Veterans' counselling services, counsellors, counsellor's guide; client satisfaction; monitoring and evaluation; survey of client needs; client satisfaction survey; bilingual services; other government and community agency programs; Aging Veterans Program; studies on policies.

VAC-50
Hospital Services

Description: Records and manuals on hospital services in general, departmental hospitals, veterans' homes and contract hospitals. *Topics:* Administration and operation of departmental hospitals; Ste. Anne's Hospital, Deer Lodge; administration of Rideau Veterans' Home and Saskatoon Veterans' Home; contract hospitals (beds); per diem rates, by province; active, acute, chronic and domiciliary care (beds); admission and discharge procedures; accreditation; audits; Patient Classification Survey; medical consultants; doctors; nurses - training; outpatient services, day hospital; clinical laboratory and pathology services; electroencephalography; electrocardiography; respiratory services; physiotherapy; occupational and speech therapy; radiology; pharmacy; medical social services; infection control; surgery; intensive care; nursing services; dietetics; geriatric services; psychiatric services; anaesthesiology; treatment services; recreation; medical records.

VAC-60
Hospital Transfers

Description: Information on all aspects of the transfer of departmental hospitals to provincial jurisdictions. *Topics:* Transfer of veterans hospitals—general, agreements and contracts with provinces and universities; priority beds; protection of employment and pension status of transferred public servants; Sunnybrook, Ste-Foy, Lancaster, Shaughnessy, Victoria Veterans' Hospital, Westminster, Queen Mary, Camp Hill, Edmonton Veterans' Home, Colonel Belcher.

VAC-70
Returned Soldiers Insurance and Veterans' Insurance

Description: Information on the administration of life insurance policies purchased by veterans, their widows and certain civilian personnel of the First and Second World Wars and the Korean Conflict. *Topics:* Veterans' Insurance (World War II); Returned Soldiers' Insurance (World War I); medical review and refusal of insurance; payment of premiums; proceeds and annuities; re-establishment credits; proof of age, identity, death, etc.; beneficiaries; age of majority, disability benefit qualification; succession duties; income tax; Korean Conflict, Returned Soldiers' Insurance Fund, Veterans' Insurance Account, Consolidated Revenue Fund; cash surrender of a policy; statistics and statements; insurance contract; payment withheld for minor beneficiaries in trust fund.

VAC-80
Special Program Benefits

Description: Information on a wide range of special benefit programs for veterans, their dependants and other specified persons. *Topics:* Estate management - policy, reports, audits; veterans' business and professional loans; Canadian Red Cross Arts and Crafts Program; pensioners' training; Last Post Fund - liaison, accounting and audits; Grants to the Canadian Hearing Society, Canadian Paraplegic Association and the Canadian National Institute for the Blind for specialized services; Grant to the Royal Canadian Legion; Grant to the Canadian Veterans' Association of the United Kingdom; assistance to needy Canadian veterans overseas; re-establishment credits, war service gratuities and rehabilitation allowances.

VAC-90
Educational Assistance for Children of the War Dead

Description: Information on the provision of educational assistance to children of deceased members of the Armed Forces and other persons whose deaths have been attributed to military service. *Topics:* Rates; adjustments; legal opinions, precedents, etc.; eligibility of educational institutions; liaison with Ontario Department of University Affairs; statistics; payment of tuition fees.

VAC-100
Funds

Description: Information on the funds available to veterans and their dependants to relieve financial distress. *Topics:* Guardianship of veterans' property; donated trust funds - signing authorities, trustees, policy (by name of trust fund); Disablement Fund; Army Benevolent Fund - reports, interest rates, appointment of members, grants; Navy and Air Force Benevolent Funds; Prisoner of War (Far East Trust Fund).

VAC-110
Funerals and Burials

Description: Information on the provision of financial assistance toward funeral and burial expenses for eligible veterans, and a departmental grave marker where requested. *Topics:* Statistics on deaths and burials; funeral rates; grave markers.

VAC-120
Memorials and Cemeteries

Description: Information on the maintenance of graves, grave markers, cemeteries and memorials in conjunction with the Commonwealth War Graves Commission. *Topics:* Commonwealth War Graves Commission, Canadian Agency, Canada's share of expenses; specific memorials, by name of memorial; caretakers and guides; specific graves and cemeteries, by name of cemetery or city; grave markers; maintenance of National Defence peacetime service personnel graves.

VAC-130
Vetcraft

Description: Information on the operation of two Vetcraft Shops which manufacture remembrance symbols such as poppies, wreaths, crosses and floral spray for the Royal Canadian Legion. *Topics:* Production reports, costs, prices; inventory; wreaths; raw materials; financial statements; Montreal and Toronto operations; remission of sales tax; contract with the Royal Canadian Legion; status and salary of Vetcraft workers.

VAC-140
Treatment

Description: Information on the provision of medical and surgical treatment, prosthetic and other appliances and domiciliary care to eligible veterans and other qualified persons at departmental institutions and contract hospitals, and through local health facilities, by the doctor, hospital, pharmacist and prostheticist of the patient's choice. *Topics:* Entitlement and eligibility; examinations; ambulance service; active, acute, chronic and domiciliary care; doctor of choice; hospital insurance and medical care insurance, by province; treatment of National Defence and Royal Canadian Mounted Police personnel, and other authorized personnel; agreements with foreign countries; treatment while imprisoned; agreements with provinces for the treatment of mental disease and tuberculosis; allowances - treatment, in-patient and out-patient, travel and housekeeping, comfort, clothing; compensation for lost earnings; prosthetics and other appliances, by type of appliance; prostheticist and orthotist of choice; eyeglasses and other optical aids, optometrist associations (by province); hearing aids; prescription drugs, agreements with pharmacy associations, Blue Cross; liaison with veterans' organizations; treatment statistics; Program Medical Advisors, Regional Medical Officers, Senior Treatment Medical Officers, Senior Treatment Medical Officers; community health services (facilities); geriatrics and care to the aged; quality of care; multi-disciplinary health care team; liaison with hospitals; chaplain services.

VAC-150
Dental Services

Description: Information, held by the Departmental Dental Advisor, on dental treatment for eligible persons in clinics operated by the Department or by a dentist of choice. *Topics:* Policy and guidelines; treatment of veterans, Royal Canadian Mounted Policy and other authorized persons, veterans living outside of Canada; dentist and denture therapist of choice plan; training - dental nurses, technicians, postgraduate; dental research, studies, surveys; dental facilities, equipment; liaison with dental associations, universities, other government departments; dental hygiene; fees; inspections; statistics; bulletins.

VAC-160
War Veterans' Allowance, Civilian War Allowance and the Assistance Fund

Description: Information on the provision of allowances for persons who meet service eligibility requirements and who because of age or incapacity are unable to work and have insufficient income for maintenance as determined by a modified income test; and the Assistance Fund. *Topics:* Economic Support Benefits; eligibility, age, health; additional allowance to recipients with dependant children; adjudication, Veterans' Allowance District Authorities; rate of allowance; other income; payments and overpayments; advance assistance or welfare payments; appeals; special awards on the death of a veteran, spouse, child; projects; allowances to widows and orphans.

Veterans' Land Administration

This Branch administers the Veterans' Land Act by establishing the eligibility of veterans for financial assistance; appraising and acquiring property; improving existing or constructing new buildings; entering into agreements of sale; granting of easements, gas and oil leases and rights-of-way; monitoring the adherence of veterans to their contractual obligations; counseling veterans in farm and property management; and assisting veterans, their heirs, devisees and personal representatives in acquiring title to the property.

VAC-170
Veterans' Land Administration

Description: General information on the operation of the Veterans' Land Administration. *Topics:* History of veterans' land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and Rehabilitation; projects related to the Magdalen Islands, Newfoundland and Labrador Home Repair Program and other special projects; property rights of a veteran's spouse; deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the Director.

VAC-180
Eligibility and Qualification

Description: Information on eligibility to apply for benefits under the Veterans' Land Act, certificates of qualification and their cancellation, termination date for acceptance of loan applications. *Topics:* Eligibility - all categories of veterans, persons formally under Soldiers' Settlement, Policy Veterans, recipients of War Veterans' Allowance, aged veterans, dual service, medical fitness, re-establishment credits, duplication of benefits, Veterans' Business and Professional Loans Act, Canadian Army Special Force, Fire Fighters, Ferry Command, Merchant Marine, members of His Majesty's Forces other than Canadian, Allied Forces, Special Duties Personnel, Regular Forces, Interim Force, native veterans, National Resources Mobilization Act personnel; certificates of qualification; termination date for acceptance of loan applications.

VAC-190
Loans and Grants

Description: Information on lending policies, the administration of loans and grants to veterans, and Provincial and private housing loan programs. *Topics:* Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, fur farming; co-operative farming; displaced persons' land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or of lender); mortgages in escrow.

VAC-200
Debt-Free Settlement on Crown or Provincial Lands

Description: Information on debt-free settlement and non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans settling on Indian Reserve Lands. *Topics:* Establishment of veterans on provincial and federal Crown lands; debt-free settlement agreements with provinces (by province); reservation of land in the Yukon and Northwest Territories; tax areas on federal Crown lands; National Parks; agreements of sale; non-repayable grants; additional farm credits; grants to Indian veterans for establishment within Indian Reserves; Metis veterans; land clearing and breaking and other permanent improvements.

VAC-210
Acquisition, Sale or Disposition of Lands and Other Property

Description: Information on the purchase or acquisition by the Director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of land or other property being sold to veterans under agreement. *Topics:* Acquisitions - Soldier Settlement Board properties; Japanese lands; suggested settlement areas; land purchases; land costs; statements of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition - partial, surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued and second establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; expropriations.

VAC-220
Conveyances and Other Title Transactions

Description: Information on the preparation and replacement of transfers of titles, deeds and other title documents which have to do with the disposition of real estate or property. *Topics:* Delays; outstanding title cases; lost certificates of title; amendments; deeds in escrow; replacement deeds; agreements for sale; title searches; declaration of possession; joint tenancy; assignment of civilian or veteran agreements of sale; trespass and encroachment; surveys; administration fees; legal fees and disbursements; execution of documents by the Director; restrictive covenants and titles.

VAC-230
Special Housing Assistance for Veterans

Description: Correspondence on joint Veterans Affairs Canada and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. *Topics:* Eligibility; requests for information; low rental housing - projects; co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; applications for assistance.

VAC-240
Home Construction Assistance

Description: Information on loans under the National Housing Act to an eligible veteran for the construction by him of a single family home on suitable land and the provision of financial, technical and other assistance to that veteran. *Topics:* Construction financing; inspections; directives; course; contracts; building standards; housing for handicapped and aging veterans; sales taxes; deferred construction; lagging contracts; construction reports; recovery from contractors; hydro; interest rates; liaison with Central Mortgage and Housing Corporation; service eligibility plans.

VAC-250
Part-Time Farming (Small Holding)

Description: Information on the purchase or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. *Topics:* Qualification; minimum size requirements; mobile houses and condominium units; subdivision projects (by province); landscaping; summary of vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full-time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; irrigation.

VAC-260
Appraisals and Services for Other Departments

Description: Information on real estate appraisals for the Veterans Land Administration and real estate appraisals ad services provided for other departments and agencies. *Topics:* Schedule of appraisal fees; appraisals for other departments and agencies; tendering; licences; collection of fees; management of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; real estate data bank project.

VAC-270
Taxes

Description: Information on taxes as they affect veterans settled under provisions of the Veterans' Land Act and provision of advice to veterans on tax implications. *Topics:* Taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; Gift Tax; surface and mineral leases and taxable income; Capital Gains Tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; Land Transfer Tax; Land Speculation Tax; real property tax deferment.

VAC-280
Easements, Servitudes and Right-of-Way

Description: Information on the granting of easements, servitudes and rights-of-way on properties whose title is held by the Director, Veterans Land Act. *Topics:* Easements - policies, hydro, oil and gas, telephone, railway and road; servitudes and rights-of-way; Waterfowl Habitat Conservation Program; provincial woodland improvement programs; individual company easement files.

VAC-290
Mines, Minerals and Surface Rights

Description: Information on mines, minerals and surface rights on lands on which veterans are settled and to which the Director holds title, or lands on which veterans had previously been settled. *Topics:* Mines and minerals - acquisition of titles by the Director; surface and sub-surface rights; provincial legislation; titles to half of mineral rights; lease disputes; native claims; sale of timber; sale of gravel.

VAC-300
Agriculture, Farm Development and Operation

Description: Information on counselling, training courses, advisory and supervision services on farm management operations for veterans. *Topics:* Farm management; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; supervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; Farm Credit Study Committee; family farm operation; statistics.

VAC-310
Rescission and Resale

Description: Information on rescissions, voluntary or involuntary, on contract agreements administered by the Director, Veterans' Land Act and sale of reverted properties. *Topics:* Rescission of contract agreements; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory board; evictions; repossession and sale of chattels; submissions to the Privy Council.

VAC-320
Insurance

Description: Insurance - group life, fire, liability and general policies to protect the veteran's and the public equity in the property. *Topics:* Mortgage clause; liaison with insurance companies; Group Life Insurance Plan; Fire Insurance Fund; summary of application; fire loss recovery procedure; disposition of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; chattel insurance.

Canadian Pension Commission

The Commission adjudicates under the Pension Act on claims for disability or death related to military service. The Commission also adjudicates on claims for death or disability under the Civilian War Pensions and Allowances Act and the Compensation for Former Prisoners of War Act. As well, the Commission adjudicates on pension claims under various other measures such as the Royal Canadian Mounted Police Act, the Flying Accidents Compensation Regulations and the Halifax Relief Commission Pension Continuation Act. The Commission also has the responsibility to authorize and pay monetary grants for certain gallantry awards and from certain trust funds.

Manual

- Guide for counsellors

CPC-10
Canadian Pension Commission

Description: Information on the Canadian Pension Commission in general, the procedures for application for an award and the determination of entitlement. *Topics:* Duties and powers of the Chairman and the Commission; types of appointments; trust funds; gallantry awards; procedure for application and entitlement for pension; procedure for subsequent applications; procedure for subsequent hearings - assessment and entitlement board; benefit of doubt; pensioners living outside Canada; reparation claims; liaison on pension matters with National Defence, External Affairs Canada and certain countries; liaison with veterans organizations and other organizations (e.g. the Canadian National Institute for the Blind).

CPC-20
Pensions

Description: Information on pensions for disabilities or death incurred during World War I, World War II, Peacetime Service, service in a Special Duty Area, service in a theatre of operations, Reserve Force service or Special Force service. *Topics:* Eligibility (nature of service); disabilities for which pension awarded (by name of disability); injuries, disease, etc. deemed to have arisen out of military service; consequential disability, payments - initial, cessation, unclaimed, final; medical condition on enlistment; documentary evidence; improper conduct; rates - Schedules A and B; recoverable compensation; imprisonment; misrepresentation, fraud, etc. (penalties); income tax; prisoners of war, evaders, escapees; compassionate awards (meritorious); other income; statistics on applications and decisions for disability pension (EDP data).

CPC-30
Pensions for Death

Description: Information on pension awards to widows and other dependants of a deceased pensioner. *Topics:* Pensions to widows; definition of widow; proportionate pensions to widows; marital status; entitlement for pension after death of veteran; review of assessment after death; pensions for other dependants (parents, brothers, sisters); date from which pension payable; cancellations and discontinuances; restoration of pension; one pension only; apportionment of pension; Dominion Succession Duty Act; Estates Tax; Schedule B rate.

CPC-40
Pensions for Disabilities

Description: Information on the assessment and payment of compensation for pensionable disabilities. *Topics:* Extent of disability; tuberculosis; paired organ or limb; medical examination; restoration of pension; date pension payable; administered pensions; payment of pension to others; sickness and burial expenses; allowances - attendance, clothing and exceptional incapacity; refusal to undergo medical or surgical treatment; table of disabilities.

CPC-50
Supplementary Pensions

Description: Information on provisions for supplementary pension to certain members of the Allied Forces. *Topics:* Qualification; benefits extended; Newfoundland domicile; maximum award from other country; South African War pensions - widows; Northwest Rebellion pensions; co-operation and liaison with other countries.

CPC-60
Children's Benefits

Description: Information on pensions and allowances for children of pensioners. *Topics:* Age limit; extensions - physical or mental infirmity, educational; marriage of child; adopted and foster children; payment of child's pension; children of deceased pensioners; proportionate pension for child; additional pension continued in certain circumstances.

CPC-70
Civilian Pensions and Allowances

Description: Information on civilian pensions and allowances attributable to service during World War II in certain organizations or types of employment closely associated with the armed forces and the adjudication of pension claims for civilians under various other measures. *Topics:* Civilian War Pensions and Allowances; merchant seamen and dependants; saltwater fishermen; the vessel S.S. Silver Star Park; Rescue Tug Service; Corps of Canadian Fire Fighters; civil defence workers; auxiliary services (by name); Royal Canadian Mounted Policy - Special Constable Guards; Transport Command-Royal Air Force; miscellaneous air services; Red Cross workers in the Far East; Voluntary Aid Detachment; Defence Research Board; Defence Compensation Regulations; flying accidents; special operators; civilian employees of the Government of Canada; penitentiary inmates' accident compensation; Halifax Relief Commission; Special Indemnity Plan for Spouses of Canadian Forces Attaches.

Bureau of Pensions Advocates

The Bureau provides a free legal counselling and representation service to all applicants seeking benefits under the Pension Act and related statutes and orders, and assistance and representation at all levels of adjudication before the Canadian Pension Commission. This service includes representation as counsel before Entitlement and Assessment Boards and the Pension Review Board.

BPA-10
Bureau of Pension Advocates Canada

Description: Information on pension adjudication and veterans organizations. *Topics:* Consultations with the Canadian Pension Commission on pension applications and appeals and with the Pension Review Board on pension appeals; liaison with veterans organizations; liaison with the Department of Justice Canada and the Federal Court of Appeal; client representation in cases of adverse interest.

BPA-20
Reference, Research and Precedents

Description: Information on pension eligibility based on various medical conditions or military service, including precedents. *Topics:* Medical correspondence (by year); Medical Retrieval System; medical conditions; military service; computer records of applications and appeals, by medical condition; copies of precedents (by year).

Pension Review Board

The Board is the final appeal body for matters concerning the Pension Act, and is an independent appeal tribunal which interprets the Act. It has the authority to determine any questions of law or fact as to whether a veteran is entitled to an award under the Act and the amount of any such award.

PRB-10
Pension Review Board Canada

Description: Information on the adjudicating process of the Board; appeals of Canadian Pension Commission decisions; and interpretations of the Pension Act. *Topics:* Hearings; rules of procedure; liaison with veteran organizations; interpretations of the Pension Act (by section); procedures for rescinding or amending Board decisions; appointment of Chairman and Members; statistics.

War Veterans Allowance Board

The Board advises the Minister on the Regulations, acts as a court of appeal for aggrieved applicants and recipients, adjudicates pursuant to specific sections of the War Veterans Allowance and Civilian War Pensions and Allowances Acts and Regulations where the Board has sole jurisdiction, reviews decisions of district authorities to ensure a consistent and uniform application of the legislation throughout the country, and interprets the War Veterans Allowance and Civilian War Pensions and Allowances Acts and Regulations.

WVAB-10
War Veterans Allowance Board Canada

Description: Information on the provision of allowances, external factors affecting these allowances, interpretation of legislation and pertinent research material. *Topics:* Role of the Board; liaison with veterans associations; board decision format; statistics; appeals; interpretation procedures, legal opinions, etc.; overpayments; payments to persons other than recipients, trust funds and administered accounts; allowance rates and adjustments; retroactive payments; hold action on accounts pending review; Special Joint Committee on rates and ceilings (1973); exempt income, other income and self-employment income; research papers and recommendations; assistance fund.

WVAB-20
Entitlement

Description: Information on the adjudication of allowances for persons (including spouses), on matters such as service eligibility, age and medical status and civil and domestic status. *Topics:* Eligibility - service (by country of service); eligibility - civilians (by type and place of service); residency requirements; deserters and absentees; enemy forces; special awards - death of veteran, spouse or child; age and medical status; civil and domestic status; effective date of award; veteran's allowance year; dependant or orphan status, suspensions and cancellation; dual service.

Correctional Service of Canada

Background

In 1868, a federal penal system was created under federal jurisdiction for the establishment, maintenance and management of penitentiaries for offenders sentenced to two years or more. At that time, parole did not exist, leisure time was spent in solitary confinement and a rule of silence was the standard bill of fare for all inmates from the day of incarceration until the day of release.

In 1977, radical changes were brought about with the amalgamation of the Canadian Penitentiary Service and the National Parole Service, which resulted in the formation of the Correctional Service of Canada (CSC). The Service, as it stands today, provides programs for offenders from pre-admission until the expiration of their sentence. It operates on the basis that the offender must be viewed from physical, emotional and cultural aspects. Such considerations make for a more compassionate environment for the offender within the institutional setting.

Laws and Regulations

The CSC mandate is to administer sentences imposed by the courts and prepare offenders for their return to society as responsible citizens. Authorization for this mandate is given by the Penitentiary Act. Related federal legislation includes the Parole Act, Prison and Reformatories Act, Federal Corrections Act, Criminal Records Act, Criminal Law Amendments Act, The Criminal Code and the Young Offenders Act. These, along with treaties, agreements and contracts with other components of the criminal justice system, provide the framework within which CSC operates. The Service works particularly close with the National Parole Board and various law enforcement agencies as well as with provincial correctional, educational and health-care agencies.

Organization and Overall Responsibilities

CSC has three levels of management: a National Headquarters, five Regional Headquarters and 140 institutions. In keeping with the management principle of centralized policy and decentralized administration, the headquarters plan, develop, evaluate and control policies while the facilities implement them, taking into account the region's varying environments, offender populations and resources.

Overall control is exercised by the Commissioner and CSC's Senior Management Committee, comprising the Commissioner, the Senior Deputy Commissioner, the Heads of eight Branches and five Regional Deputy Commissioners. Line management is exercised by the Commissioner, the Regional Deputy Commissioners and the facility Heads, while functional direction is provided via the Branch Heads.

Administration

Administrative and staff support is provided by the following Branches: Policy, Planning and Administration, which provides financial, personnel, directives management and administrative services, and functions as a management control tool; Technical Services, which holds the responsibility for buildings, properties and accommodation as well as equipment and supplies; Communications, which handles media and public relations, correspondence and Parliamentary relations; and Inspector General, which is responsible for the audit and review of all areas of the Service, special inquiries and projects requested by the Commissioner of Corrections and the CSC accreditation program.

Programs

The administration of sentences and preparation of federal offenders for useful re-entry to society involves four major programs which correspond to CSC's four operational Branches: Security, Offender Programs, Medical and Health Care Services and Inmate Employment.

The Security Branch is responsible for the functional direction and control of CSC security operations.

The Offender Programs Branch is responsible for the functional direction and control of Case Management, which provides co-ordinated management and administration of the offender's entire sentence, ensures that offenders receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal offenders, and makes recommendations to the National Parole Board for conditional release through full and day parole; Social and Community Programs, which provide offenders with the opportunity for social, emotional, physical and personal development and promotes effective working relationships and administration of policies on the use of private sector agencies; Chaplaincy, which encourages offenders to develop the spiritual dimension of their lives; and Inmate Affairs, which ensures that offenders are treated fairly and humanely and are accorded rights outlined in international covenants and the United Nations Standard Minimum Rules for the Treatment of Prisoners.

The Medical and Health Care Services Branch exercises functional direction and control over all medical and health care services provided to offenders.

Inmate Employment Branch asserts functional direction and control of offender education and training as well as work opportunities.

Organization of CSC Records

CSC records are broken down into three different categories: subject records, offender records and staff records.

Subject records are organized by main or primary subjects which in turn are broken down into secondary subjects, and where warranted, tertiary subjects. Although the subject records are organized according to the departmental records classification system, various branches maintain a substantial number of records that have not been incorporated into this system.

Offender records are broken down into five banks. The Inmate Documentation and Records Information System Bank (IDRIS) contains information on the offender's family, educational, social and criminal background; past, present and future program involvement and progress; medical and psychological summaries; remission and sentence calculation; preparation for and performance while on mandatory supervision, day parole, full parole and temporary absence; transfers; grievances, discipline and privileges.

The Offender Administration Bank may contain information provided under expressed or implied confidentiality on the offender's conduct, discipline and privileges; visits and correspondence; dissociation; routine police reports, community investigations and information of a general investigative nature; personal history and educational background; plans, activities and progress, particularly with regard to transfers, remission, preparation for release and performance while in the community.

The Housekeeping Bank contains information on an incarcerated offender's participation in CSC programs and services, and on employment matters specifically. It also contains information on the offender's requests for and participation in services and programs.

The Offender Health Care Record is segregated into four dockets: medical and surgical; dental; psychiatric; and psychological. These contain health care histories, test results and interpretations, X-rays, treatment provided and related information.

The Security Bank contains incident reports, police intelligence reports, criminal profiles, modus operandi and any other data related to incidents. Also included is information on offenders, staff and external groups who provide information on or are involved or implicated in the incidents.

Please note that CSC's Management of Recorded Information Program is under review and may be subject to changes.

Access Procedures

If you wish to make a formal access request under the Access to Information Act, please specify the location of the records you seek, and submit a formal access request form to:

Access to Information and Privacy Co-ordinator
Correctional Service Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P9
Telephone: (613) 995-3689

You may also contact the Regional Deputy Commissioners at:

Regional Headquarters - Atlantic

Correctional Service Canada
1222 Main Street
Terminal Plaza, 2nd Floor
Moncton, New Brunswick
H1C 1H6

Regional Headquarters - Quebec

Correctional Service Canada
3 Place Laval, 2nd Floor
Laval, Quebec
H7N 1A2

Regional Headquarters - Ontario

Correctional Service Canada
P.O. Box 1174
440 King Street West
Kingston, Ontario
K7L 4Y8

Regional Headquarters - Prairies

Correctional Service Canada
2002 Quebec Avenue
P.O. Box 9223
Saskatoon, Saskatchewan
S7K 3X5

Regional Headquarters - Pacific

Correctional Service Canada
P.O. Box 4500
32315 South Fraser Way
Abbotsford, British Columbia
V2T 4M8

In general, information on CSC-wide programs and policies is best obtained by specifying Ottawa on the access request form; for greater detail please specify the regional headquarters or facility of interest. A list of facilities follows.

Atlantic Region

Dorchester Penitentiary
Shulie Lake Institution
Springhill Institution
Westmorland Institution
Carlton Centre
Parrtown Centre
Truro Parole District Office
Bathurst Parole Office
Charlottetown Parole Office
Corner Brook Parole Office
Fredericton Parole Office
Grand Falls Parole Office
Halifax Parole Office
Kentville Parole Office
Moncton Parole Office
Saint John (N.B.) Parole Office
St. John's (Nfld.) Parole Office
Sydney Parole Office

Quebec Region

Correctional Staff College
Archambault Institution
Correctional Development Centre
Cowansville Institution
Federal Training Centre
La Macaza Institution
Laval Institution
Leclerc Institution
Montée Saint-François Institution
Regional Reception Centre
Sainte-Anne-des-Plaines Institution
Benoit IV Centre
Hochelaga Centre
Martineau Centre
Ogilvy Centre
Pie IX Centre
Sherbrooke Centre
Eastern Quebec Parole District Office
Montreal-Metropolitain Parole District Office
Western Quebec Parole District Office
Chicoutimi Parole Office
Duverney Parole Office
Fabre Parole Office
Granby Parole Office
Hull Parole Office
Laurentides Parole Office
Montreal Acadie Parole Office
Montreal Centre-North Parole Office
Montreal Centre-South Parole Office
Montreal Langelier Parole Office
Montreal Longueuil Parole Office
Montreal West Parole Office
Quebec Parole Office
Rimouski Parole Office
Rouyn Noranda Parole Office
Sainte-Thérèse Parole Office
Trois-Rivières Parole Office

Ontario Region

Correctional Staff College
Regional Psychiatric Centre
Regional Supply Centre
Beaver Creek Correctional Camp
Collins Bay Institution
Frontenac Institution
Joyceville Institution
Kingston Penitentiary
Millhaven Institution
Pittsburgh Institution
Prison for Women
Warkworth Institution
Keele Centre
Montgomery Centre
Central Ontario Parole District Office
Eastern Ontario Parole District Office
Western Ontario Parole District Office
Barrie Parole Office
Belleville Parole Office
Brampton Parole Office
Brantford Parole Office
Chatham Parole Office
Etobicoke Parole Office
Guelph Parole Office
Hamilton Parole Office
Kingston Parole Office
London Parole Office
Niagara Falls Parole Office
Oshawa Parole Office
Ottawa Parole Office
Peterborough Parole Office
Seult Sainte Marie Parole Office
Scarborough Parole Office
Sudbury Parole Office
Timmins Parole Office
Toronto York Parole Office
Windsor Parole Office

Prairies Region

Correctional Staff College
Regional Psychiatric Centre
Bowden Institution
Drumheller Institution
Edmonton Institution
Rockwood Institution
Saskatchewan Farm Institution
Saskatchewan Penitentiary
Stony Mountain Institution
Altadore Centre
Grierson Centre
Osborne Centre
Oskana Centre
Portal House
Calgary Parole District Office
Edmonton Parole District Office
Regina Parole District Office
Winnipeg Parole District Office
Brandon Parole Office
Kenora Parole Office
Lethbridge Parole Office
Prince Albert Parole Office
Red Deer Parole Office
Saskatoon Parole Office
Thompson Parole Office
Thunder Bay Parole Office
Yellowknife Parole Office

Pacific Region

Correctional Staff College
Regional Psychiatric Centre
Elbow Lake Institution
Ferndale Institution
Kent Institution
Matsqui Institution
Mission Institution
Mountain Institution
William Head Institution
Matsqui Trailers Day Parole Centre
Pandora Centre
Robson Centre
Abbotsford Parole Office
Chilliwack Parole Office
Kamloops Parole Office
Prince George Parole Office
Terrace Parole Office
Vancouver Parole Office
Vernon Parole Office
Victoria Parole Office
Whitehorse Parole Office

Abbreviations

The following is a list of abbreviated titles, along with their meanings, used throughout this Register entry:

CAC Citizen Advisory Committee
CAP Career Assignment Program
CCC Community Correctional Centre
CER Correctional Related Employment Services
CRC Community Residential Centre
CSC The Correctional Service of Canada
CX Correctional (Security) Officer
LU Living Unit (Officer)
NPB National Parole Board
PARC Public Archives Records Centre
PSC Public Service Commission
TBC Treasury Board of Canada
UN United Nations

Policy, Planning and Administration Branch

The Branch provides personnel, finance and administration services which are common to all government departments. Details on the classes of records held by such administrative units may be found elsewhere in this Register.

Manuals

- Commissioner's Directives
- Divisional Instructions

Communications Branch

The responsibilities of the Branch are to promote understanding of the objectives, roles, policies and activities of the Correctional Service of Canada (CSC) through effective internal and external communication; to project an accurate and positive image of the CSC; to develop an awareness of impending events and appropriate strategies and communications skills in support of all CSC activities; to promote relationships with criminal justice related agencies and volunteers;

and to gain public support for the generally recognized goals of corrections.

Classes of Records

CSC-10
Correspondence Management

Description: Information on policy and procedures in the handling of correspondence. *Topics:* Correspondence Management - channels of communication, preparation of Treasury Board submissions and ministerial correspondence; signing authorities other than financial, processing of Commissioner's and Senior Deputy Commissioner's mail, inmate and anonymous correspondence; Parliamentary matters - questions asked in the House of Commons, Minister's House book, ministerial inquiries, employment inquiries, liaison with Minister, Cabinet submissions, Minister's issues book and Personnel Branch input.

CSC-20
Information Services

Description: Information on the administration of public affairs and relations. *Topics:* Address, mailing and distribution lists; biographies - media relations, press clippings, press releases, photographs, radio and television broadcasts, slides and films, corpus, administrative index, list of coming events; advertising - newspapers, magazines, periodicals, radio and televisions; articles, bulletins, guides, manuscripts - articles and manuscripts for publication, bulletins, guides, newsletters; COMREP, exhibitions and fairs - displays and models; lectures and lecturers - Solicitor General, CSC personnel, officials of other government departments and agencies, Speakers Bureau.

CSC-30
Books and Publications

Description: Information on the management of books and publications, including the printing, binding, editing, compilation, sale and distribution. *Topics:* Books and publications - printing and binding, editing, sale and distribution, requests for publications; individual - discussion, compilation, printing, distribution: Let's Talk, prison newspapers, Public Affairs Courrier; Social Developer, Monday Morning Highlights, Inside-Outside, Telecom, Intercom.

CSC-40
Inquiries

Description: Inquiries - interview officials, inmates, ex-inmates; on persons thought to be inmates; on persons awaiting transfer to an institution.

Technical Services Branch

The Branch maintains functional direction and control over material management, food services, institutional services, engineering, architecture and properties and general technical services.

Classes of Records

CSC-50
Technical Services

Description: Information on the management of technical services, including major construction projects and the provision of electronic and telecommunication services. *Topics:* Construction - codes and regulations; contracts - projects, individual contracts, design change requests; institutional performance specifications - educational facilities; programs - accelerated construction program, capital projects authorization and implementation system.

CSC-60
Electronics and Telecommunications

Description: Information on the provision of electronics and telecommunications services. *Topics:* Communications - Government Telecommunications Agency (GTA), call code cards, intercom and public address, automated office communications; radio and television - control radio, inmate radio and TV (departmental and personal), two-way radio; telephone - directories, emergency directories, installations and relocations, commercial and departmental telephone system, long distance, intercity direct lines, conference telephone; teletype and Telex - facsimile, telegraphs.

CSC-70
Electronics and Telecommunications - Security

Description: Information on the acquisition and installation of security electronics equipment. *Topics:* Integrated Communication and Control System - subsystems, acceptance test procedures, standard operation procedures (SOP), main communication and control posts (MCCPs); institutional detection and alarm call systems - closed circuit television, CCTV switching logic, fire-smoke alarm, nurse call system, intrusion detection, STELLER system; electric-field fencing, Digital Automatic Video Intrusion Detection (DAVID), personal portable alarm, panic alarm, inmate cell call; technical surveillance - counter-technical intrusion inspection.

CSC-80
Facilities Planning

Description: Public awareness program, 5-year construction program, accommodation program 1980-90, chapel, community release centres, female accommodation health care centres, maximum, medium and minimum security, psychiatric centres, reception centres, special handling units, work shops; accommodation standards - building program element, executive summary; construction systems and materials - materials, plumbing, heating, ventilation, water supply, sewage and garbage disposal system and equipment, kitchen planning and equipment, cell design and furnishing; security control systems - electric locking, manual locking and communication systems, security windows, screens, grills and barriers, perimeter security system.

Engineering, Architecture and Properties Division

The Division is responsible for the maintenance and protection of lands and buildings, supervision of minor construction projects and provision of utilities.

Classes of Records

CSC-90
Engineering, Architecture and Properties

Description: Information on buildings and properties; accounting and inventories; real property, including acquisition and disposal; and the environmental protection program. *Topics:* Buildings and properties - signage program, heritage buildings and properties, photographs; accounting and inventories - Central Real Property Inventory, site plans; acquisition of real property - leases, expropriation, mobile trailers, proposed new sites; disposal of real property - notification of excess Crown property, report of surplus lands and buildings; environmental protection program - air pollution, water pollution, noise control, environmental assessment and review process, clean-up program.

CSC-100
Accommodation

Description: Information on all aspects of accommodation. *Topics:* Accommodation - offers of space, planning and requirements, office, staff colleges, staff housing, armouries, warehouses; recreation and training areas - baseball diamonds, handball and tennis courts, outdoor hockey arenas, shooting ranges, swimming pools; reports and statistics - cell accommodation reports, monthly project reports, departmental accommodation utilization reports, accommodation status reports.

CSC-110
Buildings

Description: Information on building administration and upkeep. *Topics:* Buildings - floor directives, bulletin boards, etc., elevator services, use of facilities; alterations and repairs - requisition for services, Public Works Canada; damages; maintenance - hygiene and sanitation, painting program, spring and fall clean-up, preventive maintenance, roofs; maintenance standards.

CSC-120
Buildings - Fire Safety

Description: Information on all aspects of fire safety. *Topics:* Fire safety awards program and fire prevention week; fire investigation reports; fire protection agreements; fire protection engineering standards; fire tests; automatic sprinklers alarm system; fire loss analysis; Regional Fire Commissioners' inspection reports; Correctional Service Canada fire inspection reports.

CSC-130
Lands

Description: Information on the administration of lands. *Topics:* Lands - burial grounds and cemeteries, quarries, trespassing; concessions - easement, rights-of-way, cattle grazing privileges, lease-backs; development - site grading and leveling, farm land, reforestation; fencing, walls and towers; flood control; parking areas; roads, streets, sidewalks - snow removal.

CSC-140
Utilities

Description: Information on the provision of utilities. *Topics:* Utilities - refrigeration; conservation of energy - reports, solar energy, wood and waste products (bio-mass); electric power - electrical distribution system, emergency stand-by generators, floodlighting; garbage disposal - garbage dumps, incinerators; water and sewage - filtration and water treatment plant, plumbing systems, water mains, sewer and drains; water towers and reservoirs, wells.

CSC-150
Heating

Description: Information on the provision of heating utilities. *Topics:* Heating fuels - coal, diesel oil, fuel oil; natural gas; propane gas; wood; heating plants - boiler and furnace, performance monthly statements, boiler and pressure vessel inspection, boiler feed water treatment, boiler tune up retrofit program, buried piping and tunnels, heating plant equipment; heating ventilation and air conditioning - heat distribution system, monitoring and control systems, ventilation, building environment control.

CSC-160
Vehicles

Description: Information on the management and provision of government-owned vehicles. *Topics:* Fleet management information system; credit card system; license registration and insurance; maintenance and repairs; operating standards; recall notices; technical bulletins.

CSC-170
Vehicle Parking

Description: Information on vehicle parking - regulations, applications, permits.

Food Services Division

The Division provides meals for inmates and duty meals for staff.

Classes of Records

CSC-180
Food Services

Description: Information on the supply of foodstuffs and the administration of the food services program. *Topics:* Foods - canned goods, fruits and vegetables, meat, fish and poultry, dairy products (includes milk, butter, cheese and eggs); food service program - ration scale, menu sheets, messing, Christmas bags, special diets, free meals.

Material Management Division

The Division is responsible for the acquisition, storage and issue of equipment and materials for all activities in the institution.

Classes of Records

CSC-190
Material Management

Description: Information on the overall material management. *Topics:* Equipment and supplies - agreements and guarantees; accounting and inventories - boards of survey, overages and shortages, stock-taking; catalogues, manuals, price lists - office equipment and supplies, tool and equipment manual; disposal and surplus - condemnation, transfer of material to other government departments, write-offs; drawings and specifications - buildings, industrial drawings, etc.; Canadian Government Specifications Board.

CSC-200
Equipment

Description: Information on the acquisition of equipment. *Topics:* Equipment on loan; photographic equipment; farm equipment and machinery; kitchen equipment; laundry equipment; physical education and recreation; audio-visual; fire safety; electronic equipment inventory; boiler equipment; data processing equipment - computers, computer terminals; maintenance and repairs - office appliances, electronics equipment, electronics maintenance test equipment, preventive maintenance; microfilming equipment - printer-reader, film; office appliances - calculating machines, tape recorders, typewriters, photocopying equipment, word processors.

CSC-210
Health Care Equipment

Description: Information on the acquisition of health care equipment. *Topics:* Dental, optical, physiotherapy, first aid kits; hospital equipment - beds (other than cell, dormitory and household), X-ray, operating room; pharmaceutical - drugs, inspections by Health and Welfare Canada.

CSC-220
Institutional Services

Description: Information on the procurement services required by institutions. *Topics:* Clothing - officer clothing, inmate clothing (institutional), inmate clothing (discharge), report on stock of cloth for officers' uniforms; furniture and furnishings - kitchen smallwares;

cell and dormitory - beds and bedding, lighting fixtures, lockers, chairs, sofas, etc.; household - beds and bedding, chesterfields, chairs, sofas, etc.; office - filing cabinets and security shells, desks, tables and chairs, drapes and Venetian blinds, wall furnishings (pictures, plaques, etc.); clothing and accommodation - cell and dormitory accommodation, clothing.

CSC-230
Procurement

Description: Regulations, instructions and procedures relating to procurement. *Topics:* Procurement - purchasing and requisitioning procedures and methods, Supply and Services Canada customer manual, scale of issue, tender lists; contracts; local purchase orders; requisitions; standing offer agreements.

CSC-240
Supplies

Description: Information on the purchase of supplies. *Topics:* Badges, emblems, crests, flags, etc.; training aids; supplies; returnable containers; building materials - hardware and paint, lumber and plywood, electrical, plumbing and pipefitting; cleaning and personal hygiene supplies - institutional cleaning supplies, inmate hygiene supplies; forms; requisitions; heating and cooking fuels - coal, furnace or stove oil, gas; motor fuels - gasoline, diesel fuel, oil and lubricants, antifreeze; shop supplies - cloth textiles, leather and bindings, hardware and paints, lumber and plywood, metals, welding supplies and chemicals; stationery.

Inspector General's Branch

This Branch is responsible to the Commissioner for the accreditation of institutions, certain administrative and security inquiries as well as the conduct of management, financial, staffing and classification audits.

Manuals

- Commissioner's Directives
- Divisional Instructions

Classes of Records

CSC-250
Inspector General

Description: Information on liaison with the Correctional Investigator, management of audits and management of the accreditation program. *Topics:* Correctional Investigator's inquiries; special projects; management review - regional check lists; financial audits - annual financial audit report, quarterly report on financial audits; classification audits; staffing audits - Public Service Commission of Canada audits, anomaly reports, questionnaire and analysis; correctional standards - commission on Accreditation for Corrections Inc. (US), institutions, parole offices, community correctional centres, regional psychiatric centres, health care centres; administrative inquiries.

Office of the Senior Deputy Commissioner

The Office is responsible to the Commissioner for the operations of the Correctional Service of Canada. It maintains functional direction and control over the Inmate Employment, Offender Programs, Medical and Health Care Services, and the Security Branches.

Classes of Records

CSC-260
Operations

Description: Information on the operations of CSC in general. *Topics:* Youth services crime prevention; relocation of federal female offenders.

CSC-270
Administrative Inquiries

Description: Inquiries of a general administrative nature. (N.B.: For security inquiries, see the Security section; for special projects, see the Management Services section.) *Topics:* See Inspector General's Branch (CSC-250).

CSC-280
Penal and Correctional Inquiries

Description: Inquiries held to identify operational deficiencies in the Canadian Correctional System and to make recommendations for changes. *Topics:* Canadian Committee on Corrections - Mr. Justice Ouimet; Commission of Inquiry into the Non-medical use of Drugs; Correctional Planning Committee; Doukhobor problems; Fauteux Committee; Joint Committee of the Senate and House of Commons 1965; Justice and Legal Committee of the Senate and House; juvenile delinquents; Provost Commission on the Administration of Justice; Royal Commission on the Toronto Jail of Custodial Services; narcotics addiction; study of sexual and dangerous offenders.

CSC-290
Research

Description: Research in medical, psychiatric, psychological and socio-behavioral problems affecting CSC inmates and reports. *Topics:* Research Advisory Council; medical; psychiatric; psychological; nursing.

Inmate Employment Branch

The Branch is responsible for the functional direction and control of inmate employment activities, providing work, training and educational opportunities to inmates and enabling them to find employment upon release, while helping to defray CSC costs through the manufacture and sale of over $7 million in goods. The functional direction covers 22 institutional schools, 28 work shops and 5 farms as well as forestry camps, construction and special projects. The Branch also maintains liaison with other federal departments, provincial educational and vocational agencies, non-profit organizations and private industry.

Manuals

- Commissioner's Directives
- Divisional Instructions

Classes of Records

CSC-300
Inmate Employment

Description: Information on general matters pertaining to the employment of inmates both within the institution and externally while serving a sentence. *Topics:* Work assignments boards - grading; internal employment; external employment; ex-inmate enterprises.

Agri-business Division

The Division is responsible for the development, functional direction and evaluation of CSC agricultural activities employing inmates, i.e., the operation of five institutional farms (beef, pork, fish, poultry, vegetables, fruit and dairy products); canning, slaughtering and other food processing; distribution systems; and horticulture.

Classes of Records

CSC-310
Agriculture

Description: Information on the operation of CSC institutional farms, the management of animals, cannery operations and storage of fruits and vegetables, slaughter of cattle and the storage and distribution of meat. *Topics:* Agriculture - distribution of products, farm reports; animal husbandry - cattle, pigs, poultry, veterinary services; cannery operations; slaughterhouse.

Automated Document Processing Division

The Division is responsible for the development, functional direction and evaluation of CSC automated document processing activities employing inmates, e.g., data capture, microfilm, marketing.

Classes of Records

CSC-320
Automated Data Processing

Description: Information on automated data processing installations, customers and proposed customers and production reports. *Topics:* Automated data processing - data capture, microfilm, postal, word processing; customers; reports - data capture, microfilm.

Education and Training Division

This Division is responsible for the development, functional direction and evaluation of CSC education and vocational training services to inmates, i.e., operation of 22 institutional schools, provision of academic courses from literacy training to university degrees as well as vocational training; professional standards and accreditation; trades and work placement; and institutional libraries.

Classes of Records

CSC-330
Education and Training

Description: General information on programs designed to improve the inmates' occupational skills. *Topics:* Academic and vocational training contracts; continuing professional education for education and training staff; teachers; educational testing - academic and vocational; development plan - education and training study; standards.

CSC-340
Academic Training

Description: Information on schools, university training, extramural courses, etc. *Topics:* Correspondence courses; special education; Holden reading scheme; university degree program; computer assisted learning; Native studies.

CSC-350
Provincial Liaison and Accreditation

Description: Information on liaison with provincial governments on accreditation and issue of trades certificates, work placement, etc.

CSC-360
Institutional Library Service

Description: Information on the administration of institutional library services.

CSC-370
Vocational Training

Description: Information on commercial training, manufacturing trades, small business courses, etc. *Topics:* Commercial courses; apprenticeship and training; pre-employment training; horticultural training; computer technology and data processing; cooking and hospitality occupations.

Industries Division

The Division is responsible for the development, functional direction and evaluation of CSC's industrial activities employing inmates, i.e., the operation of 28 industrial workshops, providing work and training opportunities for inmates while manufacturing goods for CSC institutions, individuals, government and non-profit organizations; product development; production management and quality control; finance; marketing.

Manuals

- Industries Operations Manual
- CORCAN Code Book

Classes of Records

CSC-380
Industries

Description: General information on industrial operations.

CSC-390
Marketing

Description: Information on the development of markets and products. *Topics:* Marketing; market development - cataloguing of products, development and distribution of literature, after-sales service, non-customer complaints, product promotion-showroom, product coding, promotional aids; product development - product costing, price change requests, drawings and specifications, packaging, safety, identification; Correctional Service Canada products; furnishings; maintenance equipment; modular housing; Post Office equipment; recreation and sports equipment; services; specialized equipment; storage and packaging of products; aids for the handicapped.

CSC-400
Sales

Description: Information on the sale of products. *Topics:* Marketing sales; product samples; authorized individuals; federal departments and agencies; municipal governments; non-profit organizations; provincial departments and agencies; religious organizations; schools.

CSC-410
Production Program

Description: Information on manufacturing, inventory control, quality control and quality assurance of products manufactured by CSC.

Topics: Production control - inventory of manufactured goods, advance orders, purchase of materials, order forms, manufacturing authorities, notice of shipment; quality control - inspection plans, inprocess inspections, final inspection, customer complaints; quality assurance.

CSC-420
Reports and Statistics

Description: Administrative reports and statistics on industrial operations. *Topics:* Inspection reports - quarterly; progress reports on industrial orders; progress reports on clothing and footwear; reports of industrial capacity; summary of industrial revolving fund; sales reports; program situation report; monthly activity report.

CSC-430
Shops

Description: Information on the organization, administration and layout of industrial shops.

Inmate Resource Management Division

The Division is responsible for overall program integration, e.g., work assignment boards, incentives, pay and benefits systems, accident prevention and safety standards.

Manual

- Inmate Pay Manual

Classes of Records

CSC-440
Benefits, Incentives and Pay Administration Plan

Description: Information on inmate pay, bonding and unemployment insurance, work incentives and the pay administration plan. *Topics:* Benefits - bonding of inmates, renumeration, unemployment insurance, Workman's compensation; incentives; Inmate Employment and Pay Administration Plan - operations, employment and opportunities, classification and compensation, work standards, pay systems, employment and pay information system.

Special Employment Programs Division

This Division is responsible for the development, functional direction and evaluation of special inmate employment activities, e.g., forestry operations and work camps, construction and renovation projects and inmate business.

Classes of Records

CSC-450
Work Opportunities

Description: Information on the administration of work opportunities for inmates. *Topics:* Entrepreneurial activities; Canada Works Economic Growth Component; inmate labour on construction projects; projects involving private sector; bush operations - tree nursery reforestation Employment and Immigration Canada Economic Growth Component; co-ops; institutional services.

Offender Programs Branch

This Branch is responsible for the functional direction and control of Chaplaincy, Case Management, Inmate Affairs and Social and Community Programs. It also maintains liaison with the National Parole Board, police forces, private after-care and provincial probation agencies.

Manuals

- Commissioner's Directives
- Divisional Instructions

Classes of Records

CSC-460
Inmate Document and Record Information System (IDRIS)

Description: Inmate data.

CSC-470
Offender Administration Bank

Description: Inmate Lists.

CSC-480
Housekeeping Bank

Description: Inmate directory.

Case Management Division

The Division co-ordinates management and administration of the inmate's entire sentence, ensures that inmates receive maximum benefit from all available rehabilitative opportunities, maintains assessments on all federal inmates and makes recommendations to the National Parole Board for conditional release through full and day parole.

Inmates are assigned to case management teams shortly after admission. These teams review all information on inmates and then develop individual program plans. These plans consider the inmate's needs and objectives, the services and activities in which the inmate will participate and plans for eventual transfer or conditional release. Participation and progress are monitored and the inmate is informed of his assessment on a regular basis.

Manuals

- Case Management Manual
- Case Supervision Procedures Manual
- National Parole Service Procedures Manual
- Case Preparation Procedure Manual

Classes of Records

CSC-490
Case Management

Description: Information on the development of a program plan for the offender. *Topics:* Pre-sentence and post-sentence report; classification of inmates - classification questionnaire, cascading of inmates, individual program planning.

CSC-500
Living Unit

Description: Information on regulations and implementation of the living unit program. *Topics:* Theraputic community; living unit and human relations - the Owl Grid/la Grille Hibou, living unit class proposal.

CSC-510
Policy and Procedures

Description: Information on the development of general policies and procedures. *Topics:* Co-operation and liaison with the provinces - deportation; Case Management Manual.

CSC-520
Policy and Procedures - Community Release

Description: Information on the development of policies and procedures in preparation for community release. *Topics:* CCC directors' conference; inmate manual; community banking; parolee assistance loan fund; deportation; parole - parole offices as releasing institutions, medical insurance for parolees and ex-inmates; programs - Case Management Manual, Chapter 17.

CSC-530
Release

Description: Information on case preparation for release and case supervision after release. *Topics:* Release of inmates - absences-temporary, festive season, escorted, unescorted; discharge; parole - community release, temporary detainees; Post-Release Programs - temporary absence, day parole, parole, mandatory supervision, signing authority for warrants, case supervision procedures manual; pre-release programs - intensive pre-release project, temporary absence, day parole, parole, mandatory supervision, case preparation procedures manual.

CSC-540
Operations and Quality Control

Description: Information on quality control, quantitative and qualitative performance in district offices and application of policy and procedures in the region. *Topics:* Reclassification study; quality control and procedure review - audits, board complaints, concerns and comments, inmate inquiries and issues on case management, community inquiries and issues on case management, warrant control records, NPS procedures manual-proposed amendments, Case Management Manual, quality control checklists.

CSC-550
Sentence Administration

Description: Documentation of inmates on admission and release, computation of sentences, remission, etc. *Topics:* Admissions - admission of foreign nationals, documentation of inmates received from provincial prisons, scar notification, interpretation of sentence, auditing of inmate files, numbering of inmates, fingerprinting and photographing of inmates, expiration of sentence, earned remission, statutory remission; discharge; death - suicides.

Chaplaincy

The Chaplaincy is responsible for the development, functional direction and evaluation of religious services to inmates.

Manual

- Chaplain's Manual

Classes of Records

CSC-560
Chaplaincy

Description: Information on programs designed for the spiritual well-being of inmates. *Topics:* Inter-faith committee on Chaplaincy; special diets; Chaplaincy - Protestant, Roman Catholic, relations with diverse faith groups, retreats, Chaplain's Manual.

Inmate Affairs Division

The Division is responsible for the development, functional direction and evaluation of inmate affairs activities to ensure fair and humane treatment, e.g., inmates' rights, complaints and grievances. In addition, it produces related booklets and investigates, hears and resolves inmates' complaints and grievances, through up to four decision-making levels.

Manual

- Grievance Manual

Classes of Records

CSC-570
Inmate Affairs

Description: Information on the management of inmate affairs. *Topics:* Welfare - counselling; inmate organizations; legal affairs - legal aid,; ombudsman, inmate rights and responsibilities, administrative boards, U.N. general principles for persons in prisons; inmate affairs - inmate participation in management; inmate committees; grievances - individual grievances, group grievances, reports, grievance manual, inmate manual. *Retrievability:* Files are arranged by topic, institution, region and name of individual.

Social and Community Programs Division

The Division provides offenders with the opportunity for social, emotional, physical and personal development through recreation and physical fitness programs, hobbycraft programs, citizen participation programs, life skills courses, assistance programs for social and family relations and special programs to meet the needs of female, native and other groups. Another important function is to promote effective working relationships and to administer policy on the use of private sector agencies.

Classes of Records

CSC-580
Social and Community Programs

Description: Information on special programs to meet the needs of specific groups of offenders and the administration of financial programs. *Topics:* Finance - community banking, monetary assistance to inmates and dependents, parolee assistance loan fund, trust fund, welfare fund, travelling and living expense allowance, allowances to offenders; programs - long-term offenders, regional reception centre, diversion, contact, husband and wife offenders, senior citizen offenders, sexual offender program.

CSC-590
Community Relations and Special Projects

Description: Information on working relationships with private sector agencies such as the John Howard and Elizabeth Fry Societies for services such as parole supervision and residential services. *Topics:*

Associations - aftercare services contracts; grants to aftercare agencies.

CSC-600
Citizen Advisory Committee

Description: Information on policy formulation, planning, minutes and recommendations of the Citizen Advisory Committee. *Topics:* Draft Cabinet Document 216; memberships and appointments; national conference on Citizen Advisory Committees (CACs); constitution; minutes, recommendations; progress reports; National Executive Committee of CAC; minutes.

CSC-610
Community Residential Centres

Description: Information on the operational aspects of community correctional centres and community residential centres for parole supervision; includes provincial liaison. *Topics:* Guidelines for Community Residential Centres (CRCs); directory; report on CRC usage; national standards for CRC Task Force; use of Parole Board seal; annual evaluation of CRC and agencies; community assessment and parole supervision-provincial.

CSC-620
Programs

Description: Information on parole supervision programs. *Topics:* Private homes; services to families of offenders; Square-One.

CSC-630
Special Projects

Description: Information on special projects for the development of programs. *Topics:* Brantford community team; correctional related employment services (CER) Outreach Project; converse; *colloque des ressources communautaires;* co-ordinated computerized Community Residential Centre (CRC) program evaluation; Citizen Action Group (Hamilton) Employment project; *Détenus bénévoles;* Exdettra Inc.; Family Visiting Programs; HELP Program - Frontier College; Life skill project - Prairies; Inmate employment service; Prince Albert film; Parolees - supervision cases - John Howard Society of Metropolitan Toronto.

CSC-640
Volunteers

Description: Information on general public and inmates as volunteers. *Topics:* Awareness program; Hamilton volunteer project; insurance; policy development; recognition of volunteers as sponsors in temporary absence and pre-release; Family Visiting Project - accommodation, female offenders, international programs, review board, statistics, comments from outside organizations.

CSC-650
Female Offenders

Description: Information on special programs to meet the needs of the female offender. *Topics:* Relocation of female offenders; Provincial co-operation - administration of Prison for Women, Elizabeth Fry Societies, federal female inmate relocation project-advisory group, Federal-Provincial committee on the female offender, national advisory committee on the female offender, national planning committee on the female offender, female accommodation, programs for female offenders.

CSC-660
Native Offenders

Description: Information on special programs to meet the needs of the native offenders. *Topics:* Associations; native offenders - Inuit, placement in camp locations, Burwash Native People's Project, alcohol and drug abuse by natives, Native Crime and Justice Commission.

CSC-670
Social and Cultural Development

Description: Information on programs designed to enhance the inmate's social, cultural and physical development. *Topics:* Associations; entertainment - concerts and shows put on by inmates, hobbycraft, movies and television, sports activities put on by visiting athletes, concerts put on by visiting groups; physical education and recreation - physical fitness testing, standards, minimum security institutions, medium and maximum security institutions, inter-institutional sports day, exceptional people's olympiad; social development programs - transcendental meditation, resource exchange project, life skills, long-term offender project (S.S.E.A.P.), Ontario volunteer programs; Draft Cabinet Document - social and cultural development.

Medical and Health Care Services Branch

The Branch is responsible for the functional direction and control of medical and health care activities, e.g., the medical, psychiatric, dental, surgical and nursing care of inmates provided by CSC Regional Psychiatric and Health Care Centres as well as by public hospitals and private practitioners; hospital administration; liaison with medical and other professional associations in Canada and abroad; and bilateral negotiations and agreements with provincial governments on the provision of health care services.

Manuals

- Commissioner's Directives
- Divisional Instructions
- Medical and Health Care Services Policy and Procedure
- Nursing Manual

Policy, Planning and Evaluation Division

The Division is responsible for the development and evaluation of Branch policies and plans. It co-ordinates policy planning activities; operates performance measurement and other management information systems; audits research proposals; and ensures the efficiency and confidentiality of health care information.

Major Projects and Adviser on Hospital Administration Division

The Division is responsible for the planning and implementation of major projects, including preparations for the Second World Congress on Prison Medicine and tendering systems for health care services provided by public hospitals and private practitioners. In addition, it provides professional advice on hospital administration.

Health Care Operations Division

The Division is responsible for the development, functional direction and control of CSC nursing and para-medical activities, such as those at regional psychiatric centres and institutional health care offices; services provided by provincial hospitals and private practitioners; and for medical facilities, equipment and supplies.

Manuals

- Medical and Health Care Services Manual
- Nursing Manual

Classes of Records

CSC-680
Health and Hygiene

Description: Information on general matters pertaining to the cleanliness and physical well-being of inmates. *Topics:* Accident reports - inmate; barbering; bathing; change room; laundry; occupational therapy.

CSC-690
Offender Health Care Record

Description: Inmate health care records.

CSC-700
Dental Services

Description: Information on inmate dental care.

CSC-710
Medical Services

Description: Information on the medical care of inmates. *Topics:* Hospital insurance; medical insurance for parolees and ex-inmates; medical statements; Medical Services Manual; Nursing Manual; nursing; Canadian Hospital Directory; immunization of inmates; drug abuse testing, transexuals; reception; chest X-ray.

CSC-720
Psychiatric Services

Description: Information on psychiatric care of inmates. *Topics:* Certification procedures for admission; sex offender treatments.

Security Branch

The Branch is responsible for the functional direction and control of the Operational Security, Preventive Security and Inmate Population Management Divisions.

Manual

- Security Manual

Classes of Records

CSC-730
Security

Description: General information on the security of institutions. *Topics:* Correctional officer field notebook; key control; monthly security briefing; penitentiary officer's handbook; Security Branch issues book; Security Manual; tool control; classification of CSC institutions.

CSC-740
Internal Inquiries

Description: General information on internal security inquiries. Files are arranged by name of inmate.

Operational Security Division

The Division is responsible for the development, functional direction and evaluation of operational security activities, including contingency and emergency planning; the custody, escort and discipline of inmates; censorship and contraband control; disturbances; security equipment and electronic security systems; manning standards; security aspects of fire safety; security surveys; and crisis management.

Manual

- Security Manual

Classes of Records

CSC-750
Operational Security

Description: Information on general operational security of the institutions. *Topics:* Inmate count; patrol dogs; penitentiary officers' handbook; monthly security briefing; supervision of inmate leisure time activities; Security Manual; flying over institutions; preservation of evidence at the scenes of a crime.

CSC-760
Contingency Emergency Plans

Description: Information on action to be taken in the event of any emergency causing a disruption of the institutional routine and operational activity. *Topics:* Civilian assistance; military assistance; R.C.M.P. assistance; emergency response teams; riots and major disturbances; bomb threats; procedures during labour disputes; Operations Centre NHQ.

CSC-770
Contraband and Dangerous Substances

Description: Information on the entry into or discovery of unauthorized material in institutions and the control of dangerous substances within the institution. *Topics:* Dangerous substances; drugs; searches (inmates, staff, visitors); body cavity searches; butane lighters; gerbil drug detection; reports and bulletins from other agencies; statistics; tool control; weapons.

CSC-780
Discipline, Punishment, Segregation

Description: Information on segregation, dissociation and disciplinary measures to be taken in order to maintain institutional routine. *Topics:* Bulletins and publications - foreign jurisdictions; corporal punishment; dissociation; study group; recording and reporting system; sensory deprivation; use of force; segregation; Segregation - monthly administrative review; independent chairperson, workshops and appointments; resignations; fees.

CSC-790
Emergency Planning

Description: Information on policies and plans for continuation of operations of the Department in the event of an emergency. *Topics:* Accommodation; internment of subversives; national shelter program; nuclear survival; snow emergencies; training; Exercise Wintex; Exercise Bold Step 82; nominated officials; circulars, publications, reports.

CSC-800
Security Equipment

Description: Information on the selection and use of security equipment. *Topics:* Restraint equipment; scale of issue; regional and institutional emergency response teams; theft or loss of security equipment; contraband screening - X-ray, metal detectors, narcotics identification kits; integrated communication and control system - subsystems, acceptance test procedures, standard operation procedures; main communication and control posts; institutional detection, alarm and call systems - closed-circuit television (CCTV) switching logic, fire-smoke alarm, nurse call system, intrusion detection, ID Steller Systems, electric field fencing, ID digital automatic video intrusion, personal portable alarm, panic alarm, inmate cell call; technical surveillance - counter technical intrusion inspection; weapons - registration of firearms, weapons inventory, ammunition, rifles and revolvers, riot-tear gas, shields, etc.

CSC-810
Security Inquiries

Description: Assaults, injuries, deaths; contraband and drugs; escapes; major disturbances; property damage; staff and visitors; unusual occurrences; weapons, explosives.

CSC-820
Surveys and Reviews

Description: Information on inadequacies in security operations.

CSC-830
Hostage Taking

Description: Information on the management of hostage taking situations. *Topics:* Guidelines for the behaviour of hostages; services to families of hostages; statistics. *Retrievability:* Files are arranged by subject, institution, region, date of incident.

Inmate Population Management Division

The Division is responsible for the development, functional direction and evaluation of inmate population management activities, including accommodation control; inter-regional and international transfers; the provision and use of protective custody, segregation, punitive dissociation, special handling facilities and related dangerous inmate policies; the direction and control of the movement of inmates among these special facilities; and the maintenance of an inmate population management reporting system.

Manual

- Case Management Manual

Classes of Records

CSC-840
Inmate Population Management

Description: Information on procedures for managing the inmate population. *Topics:* Escorting of inmates; transportation of inmates by air; protective custody units; special handling units; dangerous offenders - most dangerous, weekly report, murderers, sexual.

CSC-850
Transfers

Description: Information on the actual movement of inmates or groups of inmates. *Topics:* Insane inmates; transfer to Community Correctional Centres (CCC) and Community Residential Centres (CRC); transfer between regions; transfer to and from provinces; international transfer to and from Canada; international transfers of provincial inmates. "*Retrievability:*" Files arranged by subject, date of transfer, country, individual.

Preventive Security Division

The Division is responsible for the development, functional direction and evaluation of preventive security activities, which include the collection, protection, analysis and reporting of intelligence information; preventive measures to safeguard the public, staff and inmates; maintaining the security of CSC property (other than institutions); and the conduct of security surveys and investigations.

Classes of Records

CSC-860
Preventive Security

Description: Security in the Public Service - Cabinet Document 35; building security - access control, fire and emergency evacuation, locks, locking devices and issuing of keys; protection services - Corps of Commissionaires; identification - I.D. cameras, inmates, parolees, staff, damage, loss and recovery, fingerprinting.

CSC-870
Inquiries

Description: Information on security inquiries. Files are arranged by inmate, case and number.

CSC-880
Incidents

Description: Assaults; contraband; death; fires; major incidents; minor incidents; escapes and recaptures - escapes from escort, plans apprehended, Operation Earthworm, reports, statistics, studies; injuries - accidental, attempted murder, attempted suicide, self-inflicted; use of force - gas, physical, weapons.

CSC-890
Information and Intelligence

Description: Information on activities considered to have intelligence significance in the maintenance of good order within the institutions; also intelligence information of benefit to law enforcement and correctional agencies. *Topics:* Inmate witnesses from foreign jurisdictions; interrogations; organized crime; organized crime - Quebec; Profiles - inmate; staff labour problems; special cases; terrorism; threats and demonstrations; bulletins, publications, etc. - bulletins and reports from law enforcement agencies, inmate newsletters, radical books and publications, security bulletins, SINTREP-daily and weekly, summaries, synopsis, evaluations.

CSC-900
Inmate Security

Description: Information on inmate security. Files are arranged by name of inmate.

CSC-910
Special Inmate Security

Description: Information on special inmate security measures. Files are arranged by name of inmate.

CSC-920
Personnel Security Program

Description: Information on the administration of the personnel security program involving clearances of personnel, individual security clearance case files. *Topics:* Clearance of personnel; individual security clearance case files; criminal indices check; employment of homosexuals.

CSC-930
Security Investigations

Description: Information on security investigations of inmates.

CSC-940
Security of Information

Description: Information on the administration of security regulations for the handling and storage of documents, exchange and release of information, etc. *Topics:* Classification of correspondence and documents; release of information; breaches of security; confidentiality of medical and psychiatric reports; medical information administrative summary; EDP security; document storage.

CSC-950
Visits and Correspondence

Description: Information on inmate visitors, the censorship and monitoring of inmate correspondence, reading material, telephone communication, etc. *Topics:* Censorship; conjugal visits; correspondence and gifts; telephone communication; visiting; screening of visitors.

History

The National Museums of Canada (NMC) incorporate within a single administration Canada's four National Museums: the National Gallery of Canada; the National Museum of Man, including the Canadian War Museum; the National Museum of Natural Sciences; and the National Museum of Science and Technology, including the National Aeronautical Collection.

The National Museum of Man and the National Museum of Natural Sciences both evolved out of the National Museum of Canada, an institution that had its origin in the founding of the Geological Survey of Canada in Montreal in 1842. In 1880 the Survey and its museum were moved to Ottawa, and in 1910 were located in the newly-constructed Victoria Memorial Museum Building. By this time the museum staff, as distinct from that of the Survey, was divided into a Biology Division and an Anthropology Division. The National Museum of Canada was formally established in 1927. Natural History and Human History branches were formed in 1956, and the Canadian War Museum, which dates back to 1880, was added to the latter branch in 1958. Since 1968, the National Museum of Man and the National Museum of Natural Sciences have been components of the National Museums of Canada.

The beginnings of the National Gallery of Canada are associated with the founding of the Royal Canadian Academy of Arts in 1880. The Marquis of Lorne, then Governor General, had recommended and assisted in the founding of the Academy, and among the tasks that he assigned to that institution was the establishment of a national gallery at the seat of government. The National Gallery was incorporated by an act of Parliament in 1913. It occupied a section of the Victoria Memorial Museum Building until 1960, and then was moved into the Lorne Building. In 1968 the National Gallery became a component of the National Museums of Canada.

The National Museum of Science and Technology is the most recently formed of Canada's national museums. It began with the creation of a Science and Technology Branch of the National Museum of Canada in 1964. A Director was appointed in 1966, and it opened as a museum in 1967, one year before it became a component of the National Museums of Canada. The National Aeronautical Collection, formed by the Royal Canadian Air Force in 1964, was added to the Museum when it opened.

In 1972 the NMC began developing a national museum policy designed to ensure the preservation of Canadian museum collections and increase public access to them. The five divisions of the National Programmes Branch of the NMC provide services and assistance to the Canadian museum community to further the objectives of this policy. As well, the NMC has fostered co-operation among Canadian museums by forging a network of 25 Associate Museums (including the four National Museums) and 24 Exhibition Centres.

Legislation and Reporting Structure

The National Museums of Canada is a Crown corporation established in 1968 by the National Museums Act which reports to Parliament through the Minister of Communications. It is administered by its own secretariat under the authority of a Board of Trustees. The Secretary-General is the Chief Executive Officer of the Corporation. The purposes of the Corporation, as defined in the Act, are "to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate knowledge thereof."

General Information

Information may be obtained by contracting the following:

- Information Services Division, National Museums of Canada
- Information Services, National Gallery
- Media and Public Relations, National Museum of Man
- Public Relations, National Museums of Natural Sciences
- Public Relations, National Museum of Science and Technology
- Library Services, National Museums of Canada
- Reference Library, National Gallery

Information on titles of National Museums of Canada publications may be obtained from the Marketing Adviser.

Please address inquiries to the above at:

Ottawa, Ontario
K1A 0M8

Access Procedures

Information requests under the Access to Information Act should be addressed to:

Access to Information and Privacy Co-ordinator
National Museums of Canada
L'Esplanade Laurier, 21st Floor
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M8
Telephone: (613) 995-9380

Headquarters Administration

Classes of Records

NMC-10
Archaeology

Description: Information on the recovery, study, preservation and presentation of information and artifacts related to Canada's history; also excavation of archaeological sites threatened with destruction by construction projects, roads, dams, airports and harbours. *Topics:* Policy; rescue and urgent ethonology and archaeology; preservation of sites in the Arctic; archaeological digs - Toronto International Airport, Mackenzie Highway Project, Dempster Highway Project, Donovan Site - Hamilton Airport; native burial grounds; rock paintings and petroglyphs; Northern pipelines.

NMC-20
Exhibitions

Description: Information on the permanent exhibitions for all NMC components, international exhibitions and travelling exhibitions. *Topics:* Policy and general correspondence on exhibitions for all the components; international exhibitions - Tutankhamun, Master Paintings from the Hermitage, USSR, Chinese Exhibition, Transpo'86, Yaroslaw - Artifacts; schedules of travelling exhibitions - Journey into Our Heritage.

NMC-30
Acquisition of Collections

Description: Information and general correspondence on the acquisition of artifacts by purchase, gift, donation and exchange. *Topics:* Policy; authentication; overlap in collections; paintings - National Gallery; collections for the Museum of Natural Sciences, the Museum of Science and Technology, the Museum of Man and the Canadian War Museum - Medals, By-Dyberger Maquette; income tax deductions for gifts and donations.

NMC-40
Publications

Description: Books and publications originating form scientific research done by various scientists, historians, archaeologists and curators, within NMC components. *Topics:* Policy; general correspondence; involvement of Supply and Services Canada in publications; co-publishing; copyrights; catalogues; specific publications of the different museums.

NMC-50
Policy, Planning and Evaluation Program

Description: Information on corporate policy, Policy Program Review, Cultural Program for National Unity, priorities, and Ontario Government policy and programs for art galleries and museums. *Topics:* statement of intent; program evaluation - National Programs; Museum of Man; Museum of Natural Sciences; Museum of Science and Technology and National Gallery; TEAG evaluation of displays and exhibits; research and studies.

NMC-60
Loans

Description: Information on the loan of artifacts to museums across Canada. *Topics:* policy; controversial material; Fire Fighters' Museum of Nova Scotia; Tate McKenzie; General Murray's Powder Horn; Haida Canoe.

NMC-70
Indemnification

Description: Information on a proposed plan whereby the federal and provincial governments guarantee compensation for loss or damage suffered when major exhibitions travel within Canada. *Topics:* Policy development; research; U.S. program; U.K. program; international discussions - ICOM and UNESCO; fine arts insurance; program development.

National Programmes

In 1970, the federal government announced its overall cultural policy based on the principles of democratization, decentralization, pluralism, and federal-provincial and international co-operation. The Secretary of State developed and the Cabinet approved a more specific National Museum Policy with two objectives: to preserve the elements of the national heritage and to increase access to that heritage. The National Museums established five programmes to meet the objectives of the National Museum Policy. Collectively known as the National Programmes, they are: the Canadian Conservation Institute, the National Inventory Programme, the International Program, the Mobile Exhibits Programme and the Museum Assistance Programmes. Together these programmes form a component of the National Museums Corporation called the National Programmes Branch. It is headed by an Assistant Secretary-General who is supported by the five Programme Directors and a central finance and administration unit called Programme Co-ordination Division.

Classes of Records

NMC-80
Mobile Exhibits

Description: Information on the operation of three museumobiles - Canada North, Canada West and Atlantic Canada. *Topics:* General operations; thematics; tour co-ordination; tour management; support programme for each of the three Museumobiles.

NMC-90
Conservation

Description: Information on conservation of artifacts to ensure preservation. *Topics:* Conservation reports; conservation and refurbishment.

NMC-100
Loans

Description: Information on incoming loans for the three travelling museumobiles. *Topics:* Policy; institutions; agreements.

NMC-110
Discovery Train

Description: Information on the discovery train - a travelling exhibition operating between 1978 and 1980. *Topics:* Purchase of the American Freedom Train; sites; design and fabrication; sponsors; provincial and community liaison.

NMC-120
National Inventory Programme

Description: Information on the development of comprehensive and meaningful standards for the documentation of museum collections, the provision of services designed to assist museums in properly documenting their collections and the application of E.D.P. techniques to alleviate some of the collection management problems. *Topics:* Policy; procedures; general correspondence; museum services; documentation; liaison data; correspondence - artifact documentation for Canadian museums. *Storage Medium:* EDP systems.

NMC-130
Canadian Conservation Institute

Description: Information on the provision to Canadian museums of specialized conservation services, conservation research, training through internships, a mobile laboratory service and publications and information services on the Institute's conservation research projects and other related technical areas. *Topics:* Operations; fine arts and polychromes; textiles; works of art on paper; archaeology and ethnology; furniture and wooden objects; mobile laboratory service; conservation processes research; environment and deterioration research; analytical research services; photographic services; documentation; publications; internships; workshops and seminars; library. *Storage Medium:* 35 mm slides.

NMC-140
International Programme

Description: Information on international museum activities, the publication of a catalogue of exhibits, liaison with institutions and government departments and international negotiating expertise. *Topics:* Country files; show and exhibitions; museums and galleries; External Affairs Canada - Cultural Exchange Programmes; miscellaneous budget, policy, finance, administration; UNESCO; ICOM.

NMC-150
Museum Assistance Programmes

Description: Information on the provision of financial and technical assistance to museums, art galleries and other non-profit institutions across Canada wishing to participate in the accomplishment of the

National Museum Policy's dual objectives of increased accessibility to and enhanced preservation of Canada's collections; also the information and co-ordination mechanisms required to ensure the effective use of the financial assistance available. *Topics:* Associate Museums Programme; National Exhibition Centre Programme; Specialized Museums Programme; Public Programming Assistance; Exhibitions Assistance Programme; Registration Assistance Programme; Upgrading and Equipment Assistance Programme; Special Activities Assistance Programme; Training Assistance Programme; Conservation Assistance Programme.

National Gallery of Canada

Director's Office

The National Gallery of Canada (NGC) holds in public trust the most comprehensive collection of Canadian fine and decorative arts and the finest collection of non-Canadian paintings, sculptures, drawings, prints and photographs in the country. Properly supported, these collections are an important resource in establishing self-awareness and pride throughout Canada. The goals of the National Gallery of Canada, consonant with the objectives and priorities of the National Museums of Canada, are directed towards national purpose and must be realized with the highest professional standards. The Gallery maintains its holdings at a high level of preservation, to ensure their preservation and supports them through research for the development of the collections, the organization of exhibitions and the publication of catalogues.

Classes of Records

NMC-160
Operations

Description: Information on the general operations of the National Gallery of Canada. *Topics:* Assessments for Museums Assistance Programme (formerly consultative committee); special events; postage stamps; movement of works of art.

NMC-170
Exhibitions, Expositions and Fairs

Description: Information on permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions. *Topics:* Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions - Matisse, Jordaens, Poussins, Puvis de Chavannes, Van Wittel, etc.

NMC-180
Acquisitions of Collections

Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations. *Topics:* Gifts proposed, approved and rejects; purchases - paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions - W. Croscup Room, Bernini, Lotto, RCA Diploma Works, Brangwyn Mural, Borduas Collection, Birks Collection, Crane Collection, Heeramaneck collection, etc.

NMC-190
Restoration and Conservation Laboratory

Description: Information on the conservation of works of art. *Topics:* Policy; damages to paintings, sculptures, etc.

NMC-200
Publications

Description: Information on various aspects of publications activities at the National Gallery of Canada. *Topics:* Policy; Permanent Catalogue Project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists Series, etc.

NMC-210
Photographic Services

Description: Information on the Gallery's photographic services; registration; education services; education policy; audio-visual.

NMC-220
Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences, Minister's offices, etc. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

Collections and Research Division

Classes of Records

NMC-230
Research

Description: Research files on exhibitions the curator has organized. *Topics:* W.W. Alexander; J.E.H. MacDonald; Ontario Society of Artists; Art Museum of Toronto; Canadian Art Club; artistic' files; art societies; art institutions; art exhibitions; collectors' files. *Retrievability:* These files are located in the office of the Curator of Historic Canadian Art.

NMC-240
Exhibitions

Description: Information on Ottawa exhibitions, correspondence with lenders and inter-office correspondence dealing with planning of exhibitions and catalogues. *Topics:* The Young van Dyck Exhibition (1980); Bolognese Drawings Exhibition (1981); Meissen Exhibition; Hiroshima, Drawings by Survivors; Ladders to Heaven; Costakis Exhibition; Esthetiques modernes au Quebec; F.H. Varley; Canadian Painting in the Thirties; To Found a National Gallery: The Royal Canadian Academy of Arts 1880-1913. *Retrievability:* These files are located in the European Art and Historic Canadian Art Divisions.

NMC-250
Acquisitions

Description: Information on acquisitions of Historic Canadian Art, and files on dealers and artists. *Topics:* Preliminary correspondence with artists, collectors and dealers on the acquisition of historic Canadian art by gift and purchase; dealers and artists - David Bolduc, artist, Tony Brown, artist, Jeff Wall, artist. *Retrievability:* The files are located in the Contemporary Art and Historic Canadian Art Divisions.

NMC-260
Loans

Description: Information on incoming and outgoing loans for exhibitions, Government residences, Minister's offices, etc. *Topics:* Exhibitions - A.Y. Jackson, A.H. Robinson, David Bolduc, Ivan Eyre; loans - Rideau Hall, Prime Minister's residence, ministers' offices, etc. (files are located in the Contemporary and Canadian Historic Art Divisions); restricted loan list; loans - Canadian works, non-Canadian, European, prints and drawings; list of loans - long-term, government;

short-term loans - transportation schedule; monthly report on loans (these files are located in the Registrar's office).

Archives and Curatorial Division

Classes of Records

NMC-270
Exhibitions

Description: Information on permanent, temporary, special, international and travelling exhibitions between 1959 and the present. *Topics:* Offers and suggestions for exhibitions; exhibitions in Canada; in foreign countries; National Gallery involvement in exhibitions organized by other organizations.

NMC-280
Acquisitions of Collections

Description: Information on the acquisition of works of art by purchase, gift and donations; reproductions; offers of works of art that have been accepted and rejected; files held in Archives under Curatorial Division prior to 1958, and between 1959 and the present. *Topics:* Correspondence on dealers, donors, collectors and artists; paintings; prints and drawings; sculpture; conservation; requests for information; works of art held by private sector, other museums and university collections.

NMC-290
Research

Description: Individual research dossiers for art objects in the collections of the National Gallery (excluding works on paper, prints and drawings and photographs). *Topics:* Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; and videotapes and films. *Retrievability:* Files are arranged by name of artist. Special Access Note: Limited access to public due to confidentiality of negotiations, prices and information on other works in private hands.

NMC-300
Publications

Description: Information on National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present. *Topics:* Catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of National Gallery.

NMC-310
Loans

Description: Information on loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad; also incoming and outgoing loans on a short or long-term basis, and loans from public and private collections. *Topics:* General correspondence and policy; Canadian loans - approved and rejected; non-Canadian loans - approved and rejected; incoming loans; government departments; international and domestic, by province; war art; for exhibitions - domestic and international.

Photographs Collection

Classes of Records

NMC-320
Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; planning; schedules of exhibition programs; extension services; proposed exhibitions refused; publicity and advertising; invitations openings; NGC exhibitions - Eugene Atget; David Heath; photographs from the collection, etc.

NMC-330
Research

Description: Information on the various processes used in photographic reproduction. *Topics:* Computer image processing; le daguérréotype a Québec; slide production; photography recipe.

NMC-340
Acquisition of Collections

Description: Acquisition of works of art through purchase, gifts and donations. *Topics:* Policy; individual file for each donor; purchases.

NMC-350
Publications

Description: Information on various aspects of publication activities at the NCG. *Topics:* Policy; Permanent Catalogue Project; copyright and reproduction rights; bulletins; journals.

NMC-360
Loans

Description: Information on incoming and outgoing loans for exhibition. *Topics:* Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list.

NMC-370
Artists' Files

Description: Information on artists - biographics, exhibitions and places where they have exhibited their works; correspondence. *Topics:* William Henry Fox Talbot; J.J.E. Mayall; Hugh W. Diamond; Henry Pollock.

NMC-380
Conservation

Description: Information on the conservation of works of art. *Topics:* Policy; requests for restoration services; cursory inspection; damage to photographs.

Prints and Drawings

Classes of Records

NMC-390
Operations

Description: Daily correspondence from Prints and Drawings. *Topics:* Requests for information; curatorial files.

NMC-400
Exhibitions

Description: Information on temporary, in-house and travelling exhibitions of prints and drawings. *Topics:* In-house Collection-generated exhibitions - Picasso, Vollard Suite; in-house, outside-generated exhibitions - Bolognese Drawings in North American Collections, 1600-1800; travelling, Collection-generated exhibitions - British Masters: 18th and 19th Century English Watercolours and Drawings from the Collection of the National Gallery of Canada; travelling, outside-generated exhibitions - La Pierre Parle.

NMC-410
Acquisitions

Description: Information on the acquisition of prints and drawings through purchases and gifts. *Topics:* Dealers; offers for purchase, gifts; annual acquisition meetings.

NMC-420
Conservation

Description: Information on the conservation of works of art on paper. *Topics:* Policy and procedure; public requests for conservation; in-house conservation (matting, framing, conservation orders).

NMC-430
Publications

Description: Information on NGC publications. *Topics:* National Gallery - files on catalogues of permanent collection of Prints and Drawings and special exhibition (see under Exhibitions, NMC-400); outside - files on scholarly articles for outside publications.

NMC-440
Loans

Description: Information on incoming and outgoing, individual and group loans for exhibitions. *Topics:* Loans to other institutions in Canada and abroad; Gallery loans from other institutions in Canada and abroad; inter-gallery loans.

Restoration and Conservation Laboratory

The function of the Laboratory is to provide specialized conservation treatment for works of art. It thus examines, inspects, restores and analyzes the status of the present collection, prepares work of art for loans, exhibitions, and display in government houses and offices, and prepares examination reports on new acquisitions.

Classes of Records

NMC-450
Operations

Description: Information on the general operations of the Laboratory. *Topics:* Chemicals; lining techniques; technical studies; insurance; safety; steps used in preparation of opaque cross-section.

NMC-460
Exhibitions

Description: Information on aspects of exhibiting; includes files on various exhibitions held. *Topics:* Lighting for exhibitions in galleries; exhibitions - Progress in Conservation, Fontainbleau, Pellan, Tanenbaum, El Greco.

NMC-470
Acquisitions and Collections

Description: Examination reports for new acquisitions; also specific files on gifts. *Topics:* Examination reports - Canadian School, European School; Rideau Convent Chapel; Croscup Room; gifts and donations; Heeramaneck Collection; Madame Claude Bertrand.

NMC-480
Conservation

Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling and packaging procedures for transportation. *Topics:* Conservation of works of art - National Gallery Collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan to Government House; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, including the Canadian Phalanx; Guggenheim Museum and Auguste Rodin; paper - deacidification, thermo paper, aging; safety of prints and drawings.

NMC-490
Paintings and Artists

Description: Information on various artists and paintings. *Topics:* Correspondence; Baldung; Bellotto; Rembrandt; Krieghoff - White Horse Inn by Moonlight; Borduas; Cosgrove.

NMC-500
Restorers

Description: Notes on restorers; Mrs. Awana Paul.

NMC-510
Books and Publications

Description: General information on books and publications. *Topics:* Bulletin 9; Restoration and Conservation Laboratory Journal.

NMC-520
Loans

Description: Information on various aspects of loans. *Topics:* Policy; loans to government offices - Prime Minister's Residence, universities, Canadian museums, American museums; inward loans procedure; restricted loans list; restoration of paintings on loan.

NMC-530
Research

Description: Information on aspects of research and researchers. *Topics:* Mrs. M. Kahr; Rembrandt; John Nieuostraten - The Hague; research on artists.

Public Programmes

Classes of Records

NMC-540
Exhibitions

Description: Information on permanent, travelling and special exhibitions, exhibit planning and proposed exhibitions. *Topics:* Charles R. Forrest; Fantin-Latour; Bolognese Drawings; Animals in Bronze; F.H. Varley Retrospective. *Retrievability:* Files are located in the Public Relations, Education Services, Exhibitions Department and Assistant Director, Public Programmes offices.

NMC-550
Publications

Description: Planning and editorial information on publishing National Gallery catalogues, journals, etc. *Topics:* Annual bulletins; Bolognese Drawings; Comfortable Arts; F.H. Varley Retrospective; Greg Curnoe. *Retrievability:* Files are located in the offices of the Assistant Director, Public Programmes and the Publications Division.

Finance and Administration

Classes of Records

NMC-560
Operations

Description: Information on the general operations at the Gallery. *Topics:* Policy; prints and drawings; movement of works of art; corporate sponsorship; curatorial operations.

NMC-570
Acquisitions

Description: Information on the acquisition of works of art through purchases, gifts and donations. *Topics:* Policy; Croscup Room; Treasury Board of Canada submissions; insurance; damage to paintings.

NMC-580
Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; architectural concepts; Ottawa exhibitions; Tanenbaum Exhibitions; Japanese-Canadian exhibitions.

NMC-590
Publications

Description: Information on various aspects of publication activities at the NGC. *Topics:* Policy; bilingual publishing policy; catalogues - exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; appropriations; distribution lists.

NMC-600
Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; approval.

National Museum of Natural Sciences

This Museum deals with the sciences of botany, geology, paleobiology and zoology. Five main exhibition halls on the birds and mammals of Canada, prehistoric animals, geology and the evolution of animal life and maintained in the Victoria Memorial Museum Building. Large research collections are held in other buildings in Ottawa. These collections are open to study by qualified students, including post-doctoral fellows and other contractees sponsored by the Museum. The National Herbarium contains vascular plants and cryptogamic plants. The National Zoological Collections include molluscs, crustaceans, other invertebrates, fish, reptiles, amphibians, birds and mammals. The Palaeontological Collections contain vertebrate fossil specimens. Gem stones and minerals, rocks and ores from many regions of the world are some of the other collections found in this Museum. In addition, it holds scientific and popular publications on these subjects.

The function of the National Museum of Natural Sciences (NMNS) is the collection of specimens, audiovisual material or art work as examples or depictions of flora, fauna or geological material. The basic objectives of the collection programme are to acquire, preserve and use representative samples of the earth's biological and geological entities. This provides a comprehensive national scientific reference collection of flora, fauna and geological material with particular reference to Canadian material, but with other specimens which may aid in understanding Canadian problems. The Museum maintains display and research collection sin the quantities required to meet the needs of present and developing natural history museums in Canada and elsewhere, and to provide present and future generations with a perspective of current scientific and educational needs and a prospectus on future needs.

Director's Office

Classes of Records

NMC-610
Acquisitions and Collections

Description: Information on acquisitions through purchases, gifts, donations and exchanges; also on the specific collection of artifact. *Topics:* Policy and general correspondence; Decoys - W.D. Paul; Reynolds Oligochaete Collection; Duesberry Collection - Duck Decoys; T.H. Manning Collection; Florida Fish - molluscs; Wood Bison.

NMC-620
Exhibitions

Description: Information on permanent in-house exhibits, as well as travelling, special and temporary and international exhibitions; includes exhibit planning, proposed exhibitions and specific information on each. *Topics:* General correspondence; plant life; animal life; birds of Canada; manals in Canada; Treasure of Tutankhamun; International Artic Oasis; Old Fourlegs; Gemstones Exhibit; Whales - Fragile Giants of the Sea; Minerals and Gemstones; Food from the Sea; Teddy Bear Exhibit; R.E. Phinney Exhibit.

NMC-630
Loans

Description: Information on incoming and outgoing loans for exhibitions, education and extension. *Topics:* General information; School Loans Programme.

NMC-640
Public Programmes and Publications

Description: Information on books and publications generated by scientific research, by scientists and others; Excursions and Tours. *Topics:* Publications policy and general correspondence; scientific publications; book reviews; Flora of Canada; Handbook on Canadian Mammals; Syllogeus Publications; Natural History Notebook Series; Birds of Canada; "A Vanished Worlds" - Dinosaurs of Western Canada; school tours of exhibits in the Victoria Memorial Museum Building (VMMB); whale watching tours; Dinobus tours.

Interpretation and Extension

Classes of Records

NMC-650
Exhibitions

Description: Information on permanent in-house, travelling, special, temporary and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; general correspondence.

NMC-660
Publications

Description: Information on brochures and other publications on exhibitions by Museum staff. *Topics:* Biome; brochures; catalogues.

NMC-670
Loans

Description: Information on loans of artifacts to museums across Canada for exhibition. *Topics:* Policy; incoming and outgoing loans of specimens - for exhibitions and for school education purposes.

Mineral Sciences Division

The Division is included under Geological Collections. Its holdings include reference and display examples of minerals, gemstones, rocks and ores. Minerals are acquired through purchase, exchange nd donation, but are also collected through salvage mineralogy and research on classic geographical localities. Duplicate material through donations or direct collection is encouraged to provide exchange specimens.

Classes of Records

NMC-680
Acquisitions and Collections

Description: Information on the acquisition of artifacts by purchase, gift, donation, exchange or transfer. *Topics:* Policy; general correspondence; gifts and donations; exchanges and transfers; dealers for artifacts; National Mineral Collection; gemstones; rock collection; other collections.

NMC-690
Exhibitions

Description: Information on permanent in-house exhibits, as well as travelling, temporary and special exhibitions. *Topics:* Policy; exhibit planning and conservation; artifacts for Earth Hall at the VMMB; travelling - Minerals, Metals and Man, Museumobiles, artifacts for various displays at mineral shows; special and temporary - birthstones exhibit, VMMB lobby exhibits of gems, International Museums Day.

NMC-700
Loans

Description: Information on loans of outgoing specimens and the approval of the director for these transactions. *Topics:* Policy and general correspondence; loan approvals; loans of photographs and slides; identifications of specimens for the general public.

NMC-710
Publications

Description: Information on manuscripts published in various journals. *Topics:* Publication policy; general correspondence.

NMC-720
Conservation

Description: General correspondence on conservation methods and related subjects. *Topics:* Policy and general correspondence; specific files by collection or specimen.

Biological Collections

These Collections include the Vertebrate and Invertebrate Zoology, Botany and Paleobiology Divisions. They are improved and completed primarily through field collecting and exchanges with other institutions. In general, collecting by a national museum is carried out on a broad front so as to include all families of organisms. The establishment of priorities is based on the completeness of representation of Canadian biota in national collections. The availability of specimens and data in other museums and the inclusion of non-Canadian material related taxonomically, geographically or ecologically to Canadian specimens as well as representative material from major biomes of the world to provide comparative material for research and display. Duplication of existing collections is discouraged, unless it provides an opportunity for exchanges with other museums.

Invertebrate Zoology Division

Classes of Records

NMC-730
Acquisitions and Collections

Description: Information on the acquisition of collections and artifacts by purchase, gift, donation and exchanges. *Topics:* Policy and general correspondence; tax receipt information for gifts and donations; identifications; specific collections and artifacts by collector's name or name of the artifact; voucher specimens.

NMC-740
Publications

Description: Publications and books on research by various scientists and curators within the Division. *Topics:* Policy and general correspondence; Syllogeus; book reviews; Freshwater Molluscs; Natural History Notebook Series; Publications in Natural Sciences.

NMC-750
Loans

Description: Information on incoming and outgoing loans of artifacts and specimens to other museums, individuals and educational institutions. *Topics:* Policy and general correspondence; loan forms for specific specimens and artifacts; collection and procedures; voucher specimens.

NMC-760
Research

Description: Information on research in invertebrate zoology. *Topics:* General correspondence; research and curatorial needs and priorities; Northern research questionnaire; Museum data bank research reports; taxonomic research in invertebrates; station lists; Archives.

NMC-770
Conservation

Description: Information on the conservation and preservation of specimens through care and maintenance, the provision of a suitable physical environment for storage and correct handling and packaging procedures for their transportation. *Topics:* Policy and general correspondence; information for invertebrate specimens, both wet and dry.

Vertebrate Zoology Division

Classes of Records

NMC-780
Acquisition of Collections

Description: Information on the acquisition of collections through gift, donation, procurement, purchases and exchanges. *Topics:* Policy; gifts and donations; procurement and purchases; exchanges. *Retrievability:* Files are arranged by Section (Herpetology, Ichthyology, Mammalogy, Ornithology, and Ethology).

NMC-790
Exhibitions

Description: Information on permanent, travelling and special and international exhibitions. *Topics:* Plant Life Hall; Bird Hall; Animal Life Hall; Arctic Oasis; International Museums Day.

NMC-800
Loans

Description: Information on loans of incoming and outgoing specimens. *Topics:* Policy; loans to be returned; loan approvals (by the Director). *Retrievability:* Files are arranged by Section (Herpetology, Ichthyology, Mammalogy, Ornithology, and Ethology). Loans within the Vertebrate Ethology Section refer to slides, photographs, etc.

NMC-810
Research

Description: Information on various research publications, manuscripts and book reviews. *Topics:* Policy; Nature Handbook; Natural History Notebook; individual listing of research publications, manuscripts, referees, book reviews and reprints by author(s).

Paleobiology Division

Classes of Records

NMC-820
Exhibitions

Description: Information on permanent, travelling, special, temporary and international exhibits. *Topics:* General correspondence; permanent - Life Through the Ages; special and temporary - International Museums Day; travelling international - Marine Mammals of the Champlain Sea (INQUA exhibit); Museumobiles.

NMC-830
Acquisition of Collections

Description: Information on acquisition of collections through purchases, gifts, donations and exchanges. *Topics:* Policy and general correspondence; Sternberg Library, Grayson Library (gifts and donations); Eli Kish paintings (originals); S. Swibold photographs (originals); B. Baker drawings of dinosaurs (originals); field notebooks, maps, photographs, drawings; dinosaur specimens; pollen and spores; Devonian fish specimens; Tertiary mammal specimens; Arnold Arboretum (Boston, Mass.), exchanges - Cornell University (Ithaca, N.Y.), Ellesmere Island Project, Kew Gardens Project; Missouri Botanical Garden. *Retrievability:* Files are arranged by section (Paleoherpetology, Quarternary Zoology, Palynology-Paleobotany and Paleomycology).

NMC-840
Conservation

Description: Information on the preservation and preparation of specimens. *Topics:* Policy and general correspondence; fossils - by section (Paleoherpetology, Quaternary Zoology, Palynology-Paleobotany, Paleomycology, Devonian fish and Tertiary mammals).

NMC-850
Research

Description: Scientific research files. *Topics:* Fossil vertebrates; fossil fungi; fossil plants, pollen and spores; conservation; general correspondence.

NMC-860
Publications

Description: Publications generated through scientific research. *Topics:* K-TEC Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes; K-TEC II Cretaceous-Tertiary Extinctions and Possible Terrestrial and Extraterrestrial Causes (Paleoherpetology); The Whole Fungus (Paleomycology and Mycology); The Pollen and Spore Reference Collection (Palynology); Palynology of Dinosaur Provincial Park (Campanian) Alberta; Catalogue of the Pollen and Spore Exchange Collection, NMNS (Palynology); Climatic Change in Canada (related to Quaternary); Quaternary Vertebrate Faunas of Canada and Alaska and their Suggested Chronological Sequence.

NMC-870
Loans

Description: Information on incoming and outgoing short-term and long-term loans of specimens. *Topics:* Specimens for exhibit in Museumobiles; Canadian museums and galleries; international loans; Prime Minister's Office; federal government offices. *Retrievability:* Files are arranged by name of individual.

Botany Division

Classes of Records

NMC-880
Exhibitions

Description: General information on exhibitions and displays, such as the Hall of Plant Life.

NMC-890
Acquisitions of Collections

Description: Information on the acquisition of collections. *Topics:* Exchanges, donations, gifts; herbarium equipment and supplies; identification requests; annotation of specimens; determination and index; techniques; types; microfilms; fumigation; transaction summaries.

NMC-900
Research

Description: The research files of each curator in the Division - Dr. Brodo: lichenology; Dr. Ireland: bryophytes; Drs. Argus, Gillett, Haber: vascular plants; Albert Dugal: De Argus — systematic studies of Salix, rare and endangered plants, flora of Lake Athabasca sand dunes; lists of French, English and Latin names of plants. *Topics:* Dr. Gillett - taxonomy of Trifolium, Arctic wildflowers, Canadian Leguminosae; Dr. Haber - systematics of Pyrola; Dr. Ireland - some common bryophytes of Eastern Canada, moss flora of the Maritime provinces, moss flora of Arctic North America, endemic mosses of North America, Dicranaceae of Mexico; Dr. Brodo - lichens of Canada, Alaska and Greenland, lichens of Southern Ontario, lichens of British Columbia, and the lichens of the Queen Charlotte Islands.

NMC-910
Publications

Description: Research publications in botany (vascular plants, bryology, lichenology).

NMC-920
Loans

Description: Information on loans to other groups, institutions and universities. *Topics:* Loans in; loans out; vascular plants; bryology; lichenology.

National Museum of Man

National Director's Office

The Office is responsible for the administration and operation of all divisions within the National Museum of Man (NMM) as well as the management of the Museum's role in public programming. Attached to the office are three senior scientist positions in the fields of archaeology, folk culture and ethnology.

Classes of Records

NMC-930
Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; permanent exhibitions; openings; credits; planning and scheduling; international, travelling, special and temporary exhibitions; proposed exhibitions.

NMC-940
Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; prints and drawings; collections.

NMC-950
Conservation

Description: Information on the conservation of artifacts and collections of artifacts to ensure their preservation for future use and research. *Topics:* Crozier Collection; Peruvian Collection; Inuit prints.

NMC-960
Research

Description: Research information on artifact collections. *Topics:* Log cabin - Arsenic report; Ginsberg report; rock art - petroglyphs; environment and deterioration.

NMC-970
Publications

Description: Information on research publications, manuscripts and book reviews. *Topics:* Policy; Tenth Anniversary Book; Guidebook - VMMB; bilingualism in publications; Oracles; book reviews; NMM-NMNS brochure; National Museums of Canada tourist brochure.

NMC-980
Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; school loans programme; Pearson Building; Prime Minister's Residence; insurance; fine art in leased buildings.

Archaeological Survey of Canada

The Archaeological Survey of Canada (ASC) is primarily concerned with the recovery, study, preservation and presentation of information and artifacts on the prehistory of Canada. It is also concerned with the excavation of archaeologically important sites threatened with destruction by large construction projects such as roads, dams, airports or harbours. The Survey maintains a collection of scientific records, including reports, field records and photographs produced by both staff scientists and contract researchers, which is available to qualified researchers. Artifacts and other archaeological remains are catalogued and conserved a behalf of the people of Canada. The results of the research and collection programmes are disseminated through publications such as the Mercury series, Canadian Studies Reports and the popular Canadian Prehistory series, co-published with commercial publishers. In addition, these research programmes provide the base for exhibitions, fact sheets, films, museum kits and videotapes, which convey the work of ASC to the public.

NMC-990
Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; travelling exhibitions; Ethnology Hall; Canada before Cartier - Ontario prehistory; Discovery Train; Inuit Community exhibits; foyer cases; International Museums Day.

NMC-1000
Collections and Acquisitions

Description: Information on artifacts and the policy for their acquisition through purchases, gifts, donations and exchanges.

NMC-1010
Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; storage.

NMC-1020
Research

Description: Research on archaeology and artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; foreign research; reports of completed research projects.

NMC-1030
Publications

Description: Research publications and manuscripts; also book reviews and these. *Topics:* Mercury series; Oracles; Canada's Visual History; gallery guides; popular series; video and film production; Edukits.

NMC-1040
Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Policy; recovery of loans and collections (by name); Totem and house posts; rock art - petroglyphs.

Canadian Centre for Folk Culture Studies

The Canadian Centre for Folk Culture Studies (CCFCS) was established in 1969 to record and study various aspects of folk culture among all ethnocultural groups in Canada with the exception of native peoples. The Centre conducts a variety of research and collection programmes, both in-house and on contract, which ranges from the collection and analysis of oral lore to the acquisition and conservation of all aspects of Canadian Folk Life. It disseminates information through the Mercury series, Canadian Studies Reports and Oracle series. The research work of CCFCS also reaches the public thorough exhibitions, museum kits, film, videotapes and the Canada's Visual History series. In addition, CCFCS provides professional advice and information to the scientific community and to the public at large on all matters related to Canadian folklore and folk life.

Classes of Records

NMC-1050
Exhibitions

Description: Information on permanent, temporary, travelling and special exhibitions. *Topics:* Policy; exhibit planning and proposed exhibitions; Outdoor Museum; Orientation Hall; procedures for implementation; musical instruments.

NMC-1060
Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; purchase of artifacts by year; offer to museum to purchase; musical instruments; inquiries about artifacts; inventories.

NMC-1070
Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions of buildings.

NMC-1080
Research

Description: Information on research on artifacts for the benefit of government and the general public. *Topics:* Policy; research plans and programmes; field notes; culinary anthropology; archives; ethnomusicology; visual anthropology.

NMC-1090
Publications

Description: Research publications, manuscripts and book reviews and theses. *Topics:* Policy; inventories; fact sheets; Canadian Studies Reports; Canada's Visual History; Music for Many a Year; Mercury series; Oracle series; popular series.

NMC-1100
Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans to other museums, divisions, displays, etc.; loans from other museum divisions; loans from other museums, galleries or individuals.

Canadian War Museum

In 1980 the Canadian War Museum celebrated one hundred years of recording, collecting and preserving material on the military history of Canada and nations that have been her friends and foes. In addition to collecting, identifying, cataloguing, conserving and researching artifacts from various military conflicts, the Museum undertakes research projects and maintains archival material for further study. The results of its research and collection programmes reach the public via the Mercury series, Canadian Studies Reports and a popular series of books published on a variety of military history topics.

Classes of Records

NMC-1110
Exhibitions

Description: Information on permanent, special and travelling exhibitions. *Topics:* Policy; planning and openings; texts; security; permanent galleries; proposed exhibitions; five history presentations.

NMC-1120
Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts and donations and exchanges. *Topics:* Policy; acquisitions - Army, Navy, Air Force, miscellaneous (tattoo, etc.); war art, Cafcap; exchanges of artifacts.

NMC-1130
Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on the deterioration of artifacts due to poor environmental conditions; research into the best methods of conservation.

NMC-1140
Research

Description: Research on artifacts for the benefit of government and the general public; also historical research for the preparation of storylines. *Topics:* Policy; material research.

NMC-1150
Publications

Description: Information on various publications, manuscripts, catalogues. *Topics:* Historical series; Mercury series; Canada's Visual History; exhibition catalogues.

NMC-1160
Loans

Description: Information on incoming and outgoing loans for exhibitions, Armed Forces messes, government buildings, schools, theatrical groups, publishers, other museums, as well as other educational institutions. *Topics:* Policy; loans in progress, final, rejections; war art.

History Division

This Division of the National Museum of Man is concerned with researching, preserving and presenting to Canadians the social, economic and cultural history of non-aboriginal man since the beginning of European settlement in Canada. The Division has as its goal the collection and conservation of representative of artifacts highlighting Canadian material of national interest, representing every region in Canada and all socio-economic groups and time periods in the nation's past. The Division also conducts historical research on material culture in its general social context to reconstitute portions of Canada's past. Publications produced by the Division help interpret and explain Canadian history and increase national self-knowledge; these include the Mercury series, two periodicals – the Urban History Review and the Material History Bulletin –, which are available on subscription and popular publications such as the History of Canadian Cities series and a series of works on pre-industrial crafts which are published in co-operation with commercial publishers.

Classes of Records

NMC-1170
Exhibitions

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; special exhibition halls during the renovation of the Victoria Memorial Museum Building; proposed exhibitions; travelling exhibitions; mobile exhibits; Discovery Train.

NMC-1180
Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; boundaries of acquisition between the Museum of Man and the Museum of Science and Technology; excnanges of artifacts for exhibitions; rejections of purchases; gifts and donations.

NMC-1190
Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; internships for training; research on deterioration of artifacts due to the poor environmental condition of buildings.

NMC-1200
Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; research proposals; reports of completed research projects.

NMC-1210
Publications

Description: Research publications, manuscripts, book reviews and these. *Topics:* Mercury series; Oracles; Urban Biography series; Canada's Visual History; Urban History Review.

NMC-1220
Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; loans in progress, final and rejected; Prime Minister's residence; Parliament Buildings, East Block; Pearson Building and other government buildings.

Canadian Ethnology Service

The traditional culture and Canadian Indians, Inuit and Métis is the focal point for the ethnographic research and artifact collections of the Canadian Ethnology Service (CANES). Research programmes concerned with the general ethnology, linguistics, material culture and ethnohistory have been carried on since the 1890s. Research projects to document cultural traditions are undertaken by both CANES and contract researchers. There is also a research collection of nearly 60,000 artifacts acquired over the last century, which are catalogued and conserved, and can be loaned to approved institutions for exhibition purposes or studied by qualified scholars and students. The scientific results of CANES programmes reach the public through the Mercury series, Canadian Studies Reports, fact sheets, films, videotapes, exhibitions, museum kits and the Canada's Visual History series.

Classes of Records

NMC-1230
Exhibition

Description: Information on permanent, travelling and special exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; permanent exhibitions at the Victoria Memorial Museum Building; orientation hall; temporary exhibitions; invitations to openings; requests and inquiries.

NMC-1240
Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; Potlatch Collection; donations to collections; collections for sale; Cowan Collection and the C.C.I.; documentation of CANES collections (NIP).

NMC-1250
Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Policy; research on deterioration of artifacts due to poor enviroamental conditions of buildings.

NMC-1260
Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Policy; unsolicited proposals; Canadian Register of Research and Researchers in the Social Sciences; staff research program - five year projection.

NMC-1270
Publications

Description: Research publications and manuscripts; also book reviews and these. *Topics:* Permission to publish; Mercury series; Oracle series; Popular series; Activity series; Indian Art; Canadian Studies Report; Canada's Visual History; Odyssey series; Facsimile series; Jenness Tribal series.

NMC-1280
Loans

Description: Information on incoming and outgoing loans for exhibitions. *Topics:* Requests for loans; lists of forthcoming loans; approvals or rejections; loan to Cape Mudge - Rattles.

National Programmes and the Education and Cultural Affairs Division

The National Programmes Division co-ordinates the National Museum of Man's nation-wide extension programme of travelling exhibitions and museum kits while maintaining the permanent display galleries within the Museum and developing temporary exhibitions for the public in the National Capital Region. A media relations section promotes Museum activities through contacts with the media. The Division maintains a national loans collection of artifacts and exhibition material which can be lent to schools, theatre groups or exhibition centres that cannot meet the environmental requirements for borrowing material from the main museum collections.

The activities of the Education and Cultural Affairs Division (ECA) emphasize communication. The products of the research and collection activities of the NMM are interpreted to the general public across Canada through extension and information programmes. A range of material such as the Oracle series, the Activity series, Canada's Visual History series, gallery guides and other items for the public is co-ordinated or produced by the Division. The Regional Programmes Section arranges school visits to the Museum's displays and provides public programmes which include films, demonstrations, lectures, theatre performances and an inquiry service.

Classes of Records

NMC-1290
Exhibitions

Description: Information on permanent, travelling, special and temporary exhibitions. *Topics:* Policy; exhibit planning; insurance; publicity; films, texts, labels; Brockville Documents; proposed exhibitions.

NMC-1300
Collections and Acquisitions

Description: Information on artifacts and their acquisition through purchases, gifts, donations and exchanges. *Topics:* Policy; cookbooks; the Curatorial Package.

NMC-1310
Conservation

Description: Information on the conservation of artifacts to ensure their preservation for future use and research. *Topics:* Research policy.

NMC-1320
Research

Description: Research on artifacts for the benefit of government and the general public. *Topics:* Research policy.

NMC-1330
Publications

Description: Research publications and manuscripts; also book reviews and theses. *Topics:* Policy; Canadian War Museum publications; Activity series; Mercury series; copyright policy; Odyssey series; Pitseloak publications; scientific publications; guide books; brochures; Vis-a-vis; popular publications; Canadian Studies Report; the VMMB Map; Colouring Book; Teacher's Guide; Who We Are, What We Do; Oracles; Visual History; Across Canada.

NMC-1340
Loans

Description: Information on incoming and outgoing loans for exhibitions, government residences and buildings. *Topics:* Policy; condition reports; insurance.

National Museum of Science and Technology

The Museum is designed to increase the scientific literacy of Canadians and visitors from other countries. Scientific principles and displays are demonstrated by artifacts and texts which correlate these principles with the development of technology; emphasis is on ground transportation, aviation, agriculture, shipping and industrial technologies. Collections are made available to other museums in Canada and abroad.

The Aeronautical Collection includes aircraft, engine collections and other artifacts related to the development of aviation.

Classes of Records

NMC-1350
Exhibitions

Description: Information on permanent in-house, travelling, special and international exhibitions. *Topics:* Policy; exhibit planning; proposed exhibitions; agriculture; aviation and space; industrial technology.

NMC-1360
Acquisitions of Collections

Description: Information on each individual artifact and its acquisition by purchase, gift, donation and exchanges. *Topics:* Policy; correspondence; agriculture; astronomy; Aeronautical Collection; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology; forestry technology; photographic technology.

NMC-1370
Conservation

Description: Information on the conservation and preservation of artifacts, prevention of their deterioration through care and maintenance, provision of a suitable physical environment for storage, and control of correct handling and packaging procedures for their transportation. *Topics:* Agriculture; aviation and space; ground transportation; industrial technology; marine technology.

NMC-1380
Loans

Description: Information on incoming and outgoing loans for exhibitions; also loans to government office, the residence of the Prime Minister and for special events. *Topics:* Agriculture; aviation and space; communications; fire engineering; ground transportation; industrial technology; marine technology.

National Parole Board

Background

The National Parole Board is one part of the Canadian Criminal Justice system. This system, whose aim is to reduce criminal activity and to minimize its repercussions in society, is made up of several closely inter-related components including the body of criminal law, the judiciary and legal profession, the law enforcement agencies and the correctional service. Jurisdiction over these components is shared by all levels of government.

At the federal level, the National Parole Board is a component of the Ministry of the Solicitor General which also encompasses the Royal Canadian Mounted Police and the Correctional Service of Canada.

Laws and Regulations (Legal Mandate)

The powers of the National Parole Board are derived from the Parole Act and its Regulations for parole matters, and the Criminal Records Act for clemency matters. Limitations on the jurisdiction of the National Parole Board are found in these Acts as well as in the Penitentiary Act, the Prisons and Reformatories Act, and the Criminal Code of Canada.

In addition to exercising exclusive authority over the conditional release for federal inmates, the National Parole Board, under the Parole Act, provides parole decision-making services to inmates in provincial institutions where provincial Parole Boards do not exist, and in the two territories. At the present time, provincial boards exist in Quebec, Ontario and British Columbia.

The Board is completely independent in its decision-making role, except for the ultimate control of Parliament through the exercise of its legislative function. In support of this central role, legislation gives directions on the nature of the structure which will enable effective and independent decision making. The Parole Act and Regulations also identify the persons to whom powers and authorities will be ascribed in order to facilitate this decision making function and hence to elaborate policies, directives and procedures.

Overall Responsibilities

The program objective of the National Parole Board is to provide for the reform and rehabilitation of persons undergoing sentence of imprisonment. It serves as a national body devoted to making decisions on the granting or refusal of parole in the form of full parole, day parole or unescorted temporary absence. It may impose any terms and conditions that it considers desirable in respect to an inmate who is subject to release on parole or mandatory supervision and may revoke such release for cause.

The Board also performs investigations and makes recommendations on the exercise of clemency and the granting of pardon under the Criminal Records Act. Its responsibility for the development of policy derives from Section 25 of the Regulations which requires the Executive Committee, in consultation with the Board, to develop and promulgate policies and procedures to be followed by the Board in carrying out its duties and functions.

Glossary of Key Terms

Types of Release

There are four types of conditional release available to inmates. Three of these the Board has absolute discretion to grant, deny or revoke: temporary absence, day parole and full parole. The fourth, mandatory supervision, is the prescribed portion of the sentence which by law, entitles the inmate to serve in the community under supervision.

- Temporary absence is an occasional release from the institution for humanitarian or medical reasons.
- Day parole is a limited form of conditional release designed to assist in the preparation of full parole or mandatory supervision.
- Full parole allows an individual to complete his or her sentence in the community provided he or she satisfies a number of conditions including regular reporting to the parole officer and the police.
- Mandatory supervision is a legal right of inmates to serve a prescribed remaining portion of their sentences in the community providing they abide by conditions imposed by the National Parole Board. Should they violate conditions, they are returned to the institution.

The Decision-making Process

The decision-making process for conditional release under the Parole Act begins with a study of the inmate's case. This includes an examination of the inmate's criminal record, various police and institutional reports and community assessment reports. A review of the case by the Board generally includes a hearing attended by Board members and the inmate. Decisions to grant, deny or revoke release are rendered by Board members who vote on the case. This operation of the Board is regionalized when the number of votes required can be obtained locally; otherwise, additional votes are obtained from Headquarters in Ottawa. The decision-making process for the exercise of clemency and the granting of pardon under the Criminal Records Act begins with the receipt of a formal application from the subject and includes the review of reports resulting from up-to-date inquiries. Recommendations are submitted to the Solicitor General for final decision. This operation is processed from Headquarters in Ottawa.

The decision-making process for releasing files under the Privacy Act and the Access to Information Act begins with the receipt of a formal request at the one centralized operation centre in Ottawa, and includes the acquisition of the documents from the records holder, whether located in Ottawa or in Regional Offices, and a multiple-lines review in the Region and at Headquarters of the documents, before they are released to the applicant.

Organization

The National Parole Board has its Headquarters in Ottawa. There are five Regional Offices (Moncton, Montreal, Kingston, Saskatoon and Burnaby).

The Chairman is the Chief Executive Officer who is responsible for all National Parole Board matters.

Under the direction of the Chairman, a Vice-chairman and an Executive Director supervise Parole Board Operations and Administrative Support activities respectively.

The Board comprises 26 full-time members appointed for a period of up to ten years by the Governor in Council upon the recommendation of the Solicitor General. Several Temporary Members are also appointed in each region to assist the Board in its duties. In addition, representatives in each region (Community Board Members) are designated to act as regular Board Members when release is being considered for inmates serving sentences of imprisonment for life or for an indeterminate period.

Many of the Chairman's responsibilities for the management and administration of the Board are delegated to the Executive Director.

Through the senior regional managers, known as Regional Executive

Officers, and the Director General of the Headquarters Operations Branch, the Executive Director oversees and co-ordinates the deployment of resources in direct support of the decision-making activities of the Board.

With the assistance of the appropriate manager-specialists located at Headquarters, the Executive Director also advises the Chairman, and gives leadership and direction to staff in personnel, financial, administrative and public affairs matters.

Key administrative policy and operational planning issues as well as major projects are reviewed by a Management Committee composed of all senior regional and Headquarters managers, under the chairmanship of the Executive Director.

Major Publications

- The National Parole Board (1981) - this brief overview of the National Parole Board explains its origins, administrative structure and procedures and summarizes the different types of release, the requirements which must be met for parole eligibility and the criteria for a decision favouring a release. The publication also deals with the Board's role in the supervision of parolees, the procedure followed in the case of suspension or revocation of release and the re-examination of decisions. A schedule of eligibility for parole, temporary absence and mandatory supervision is also included.
- "I'm glad you asked," 1979 - in this booklet the National Parole Board compiles a list of ten questions asked frequently by the general public and answers each in detail. The pamphlet explains such matters as the philosophy behind parole, the difference between parole and mandatory supervision and the membership of the Parole Board. The answers attempt to clarify the Board's role and dispel myths about parole.
- Fact sheet on pardon (1982) - aimed at the public at large, this folder briefly explains the nature of pardon and the procedures by which it may be obtained.
- Pardon under the Criminal Records Act (1981) - this booklet contains all the relevant information for an individual seeking pardon for a criminal offence. It answers 33 basic questions on the philosophy and mechanism of pardon. The booklet also reproduces the Criminal Records Act and contains an application form and a fingerprint kit.
- A Guide to Conditional Release for Penitentiary Inmates (1982) - the guide presents the essential facts on the different types of conditional release and answers almost any question an inmate might have on the subject. Eligibility for conditional release and release procedures are discussed in detail.
- Assistance at hearings: An introductory guide for inmates, their assistants and corrections officials (1981) - hearings are a relatively new feature of the conditional release process; this pamphlet answers basic questions on the purpose and operational procedures of the system.
- Temporary absences (1982) - the brochure, intended primarily for inmates, outlines the basic facts on eligibility for temporary absence, types of temporary absence and the conditions for such a release.

Publications can be obtained by writing to:

Director of Communications
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1

or the NPB Regional Office nearest you.

Atlantic Region

National Parole Board
P.O. Box 1370
Moncton, N.B.
E1C 8T6
Telephone: (506) 388-6345

Quebec Region

National Parole Board
505 Sherbrooke Street East
2nd Floor
Montreal, P.Q.
H2L 4N3
Telephone: (514) 283-4584

Ontario Region

National Parole Board
P.O. Box 620
Kingston, Ontario
K7L 4X1
Telephone: (613) 549-3890

Prairie Region

National Parole Board
Financial Building
7th Floor
Saskatoon, Saskatchewan
S7K 0E9
Telephone: (306) 665-4228

Pacific Region

National Parole Board
4664 Lougheed Highway
Room 230
Burnaby, B.C.
V5C 5T5
Telephone: (604) 666-2121

Access Procedures

All formal requests for access to information under the Access to Information Act should be forwarded to:

Access to Information and Privacy Co-ordinator
National Parole Board
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R1
Telephone: (613) 995-6921

Vice-Chairman's Office

Board Secretariat

The Secretariat co-ordinates the conception of all Board policies and monitors the implementation of national policies, records and ensures implementation of decisions made by the Executive Committee of the Board as well as the General Board, and assumes responsibility for the professional development of Board members and the development and implementation of professional standards in the decision-making process.

Manuals

- Policy and Procedures Manual - National Parole Board
- Administrative Agreements between the National Parole Board and other agencies
- Agreements on exchange of inmates with other countries
- Minutes of executive committee and general Board meetings

Headquarters Operations Division

The Division participates in multiple-vote parole decisions referred from regions, reviews, through internal review process, certain negative decisions of the Board in which it did not participate, makes recommendations on Clemency and the Royal Prerogative of Mercy to the Solicitor General for submission to the Governor-in-Council, and participates in policy decisions with a national scope.

Manuals

- Policy and Procedures Manual - National Parole Board
- Administrative Agreement between the National Parole Board and the Correctional Service of Canada

Office of the Executive Director

The Office is responsible for the planning, co-ordination and orderly management of National Parole Board activities and resources both at Headquarters and in the regions.

Manual

- Administrative Agreement between the National Parole Board and the Correctional Service of Canada

Planning and Analysis Division

The Division co-ordinates operational planning within the National Parole Board, develops policy and proposals and investigates long-range issues in accordance with directions set by the Executive Committee, and maintains an operational database and provides evaluative services for the assessment to the Board under the Administrative Agreement with the Correctional Service of Canada.

Manuals

- Policy and Procedures Manual - National Parole Board
- Department subject files system - Operational Records
- Administrative Agreement National Parole Board - Correctional Service of Canada

Case Analysis and Review Division

The Division investigates documents and analyzes inmate requests for re-examination of negative Board decisions as provided for in the Parole Regulations and Board Policy. It also notifies applicants of decisions; and advises on policy with respect to Internal Review.

Manuals

- Department subject file classification system - operational records
- Policy and procedures manual - National Parole Board

Clemency and Criminal Records Division

The Division investigates documents and analyzes applications for clemency and pardons, submits cases to the Board Members for recommendation to the Solicitor General, and advises on policy development with respect to clemency and criminal records.

Manuals

- Criminal Records Procedures Manual
- Policy, procedures manual - National Parole Board
- Department subject file classification system - operational records

Access to Information and Privacy Co-ordination Division

This Division assumes responsibility for the compilation of material required to produce the access and privacy registers, processes and adjudicates requests for access to National Parole Board information banks under the Privacy and Access to Information Acts.

Manuals

- Departmental policies and procedures
- National Parole Board - Policy and Procedures Manual

Regional Division

The Division is responsible for decisions on the conditional release of inmates and for assuring that decisions are properly executed and monitored. In addition, it participates in national policy decisions, reviews and approves regional programs, co-ordinates the administration and management of regional programs and operations of the Board, and manages regional resources.

Manuals

- Policy and Procedures Manual - National Parole Board
- Administrative agreement between National Parole Board and the Correctional Service of Canada
- Regional directives and programs

Classes of Records

NPB-10
Operations

Description: Information on the general operations of criminal justice; automated. *Topics:* Criminal records; incarcerations; offences; rehabilitations; research and statistics; individual case files - contain personal information on parole and clemency.

NPB-20
Clemency

Description: Information on consideration for Executive Clemency. *Topics:* legal matters; statistics; individual case files (personal information).

NPB-30
Clemency - Criminal Records Act

Description: Information on inquiries and investigations desired by the Solicitor General of Canada in response to requests for pardon under the Criminal Records Act, and recommendations. *Topics:* Eligibility; hearings and submissions; inquiries; investigations; individual cases (personal information).

NPB-40
Clemency - Royal Prerogative of Mercy

Description: Information on inquiries and investigations desired by the Solicitor General of Canada in connection with any request made for the exercise of the Royal Prerogative of Mercy, and recommendations. *Topics:* Inquiries; investigations; special amnesty; submissions; individual cases files (personal information).

NPB-50
Parole

Description: Information on the release of criminal offenders on parole, mandatory supervision and temporary absences. *Topics:* Agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; surveys and studies; research and evaluation; individual cases files (personal information).

NPB-60
Parole Eligibility

Description: Information on the eligibility of inmates to be released on day parole, parole or temporary absence. *Topics:* Parole eligibility after forfeiture, revocation and termination; day parole; temporary absences; individual case files (personal information).

NPB-70
Parole - Release and Release Programs

Description: Information on aspects of the release of criminal offenders on parole, day parole, temporary absences - the terms and conditions of the parole agreements, etc. *Topics:* Day parole; deportation and voluntary departure; programs and projects - general, special; release; temporary absences; terms and conditions; individual case files (personal information).

NPB-80
Parole - Reviews

Description: Information on the parole decision making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and if either is granted, the date from which it is to be effective. *Topics:* Board reasons - federal and provincial cases; parole by exception; case preparation and analysis; hearings; internal reviews; voting; individual case files (personal information).

NPB-90
Parole Supervision - Violations

Description: Information on the supervision and violation aspects of parole, mandatory supervision, apprehension of the released inmate and recommittal. *Topics:* Apprehension and recommittal; forfeiture; mandatory supervision; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination; individual case files (personal information).

Mandate

The National Research Council is a departmental Crown corporation with a governing Council consisting of a President and 21 members appointed by the Governor in Council. The President is supported by four vice-presidents, a current staff of about 3,100 and a budget for 1981-82 of approximately $300 million. As the principal research agency of the federal government NRC has a broad mandate - "to promote, assist and undertake scientific and industrial research" for national development. This mandate is carried out under a wide spectrum of activities which include the performance of scientific and engineering research in response to national, economic and social needs in the fields of transportation, energy, food, building, construction, industrial innovation and development, health, security, safety and environmental quality.

Under this mandate the Council also provides direct financial and technical assistance to industry; establishes and maintains standards; provides national scientific and technological facilities for industry and universities; supports scientific and engineering research teams in core technologies; and operates a nationwide network of scientific and technical information services.

The laboratories of the National Research Council consist of eleven divisions spanning the physical and life sciences and engineering disciplines. They are located mainly in the National Capital Region, but substantial operations have been placed, or are being established, in Newfoundland, Nova Scotia, Quebec, Saskatchewan and British Columbia. Their activities encompass a wide range of scientific and engineering endeavors and while all laboratories possess similar 'housekeeping' records relating to the general administration of their operations, the detailed supporting material that is supplied in the following pages describes the information holdings that are unique to each individual laboratory.

Program Objectives

The National Research Council has two basic programs. The first, called the Scientific and Industrial Research Program, provides a national foundation for the creation, application and use of knowledge derived from the natural sciences and engineering. The second, the Scientific and Technical Information Program, facilitates the use of scientific and technical information by the government and people of Canada.

Laws and Regulations

- The National Research Council Act

Information Services

In addition to the day-to-day information exchanges that take place between the Council's research staff and the scientific community, the National Research Council has three main operations through which it disseminates information to industry, the universities and the general public. These are the Public Information Branch, the Canada Institute for Scientific and Technical Information (CISTI), and the Technical Information Service (TIS). A brief synopsis of their roles and activities is provided in the following three paragraphs, with more detailed accounts being supplied in the relevant sections of the supporting material.

General

General information on the National Research Council is provided by the Public Information Branch through its headquarters facilities in Ottawa. This unit deals mainly with the media and the general public; contact may be made in person, by telephone, or by writing to:

Public Information Adviser
Public Information Branch
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-9101

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge and is geared to provide information services to the scientific, engineering and medical communities in industry, business and government, as well as to the general public. The data is derived from millions of reference items contained in an outstanding library, a computer that holds data from Canada, the United States and other world locations, and a highly qualified staff both within CISTI and the laboratories of the Council.

The many specialized CISTI services include a personalized current awareness service; an On-line Enquiry Service which gives instant access to the various scientific and engineering databases; a Health Sciences Resource Centre which provides nationwide access to Medline - the U.S. National Library of Medicine databases in medicine and toxicology; the Interlibrary Loan and Photocopying Service; and a general reference service which provides access to the world's scientific and technical literature.

Additional information can be obtained in person, by telephone, or by writing to:

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
KIA 0R6
Telephone: (613) 993-1600

Automatic Answering Service

English: (613) 993-2441

French: (613) 993-2528

Regional Information Offices

Scientific and technical information, as well as advice and assistance to the Canadian manufacturing industry and the small business community in particular, is provided by the field offices of the Technical Information Service (TIS). Located across Canada and staffed by industrial engineers, these offices have access to all the resources, services and expert advice of CISTI within NRC. TIS field offices are listed below.

Winnipeg

Officer-in-Charge
Technical Information Service
National Research Council
1329 Niakwa Road
Winnipeg, Manitoba

R2J 3T4
Telephone: (204) 255-9610

London

Officer-in-Charge
Technical Information Service
National Research Council
Federal Building, Room 522
57 Richmond Street
London, Ontario
N6A 3E3
Telephone: (519) 434-4314

Don Mills

Officer-in-Charge
Technical Information Service
National Research Council
789 Don Mills Road, Suite 910
Don Mills, Ontario
M3C 1T5
Telephone: (416) 966-5845

Thorold

Officer-in-Charge
Technical Information Service
National Research Council
Federal Building
Front Street
Thorold, Ontario
L2V 3Y6
Telephone: (416) 227-7231

Kingston

Officer-in-Charge
Technical Information Service
National Research Council
Federal Building, Room 238
106 Clarence Street
Kingston, Ontario
K7L 1X4
Telephone: (613) 544-1537

Ottawa

Officer-in-Charge
Technical Information Service
National Research Council
Building M-55
Ottawa, Ontario
K1A 0S3
Telephone: (613) 993-3995

Montreal

Officer-in-Charge
Technical Information Service
National Research Council
2535 Cavendish Blvd., Suite 215
Montreal, Quebec
H4B 2Y5
Telephone: (514) 482-0651

Quebec City

Officer-in-Charge
Technical Information Service
National Research Council
1535 Chemin Ste-Foy
Quebec, P.Q.
G1S 2P1
Telephone: (418) 694-3419

St. John's

Officer-in-Charge
Technical Information Service
National Research Council
30 Harvey Road
St. John's, Newfoundland
A1C 6C4
Telephone: (709) 754-1937

Charlottetown

Officer-in-Charge
Technical Information Service
National Research Council
Shaw Building
74 Rochford Street
Charlottetown, P.E.I.
C1A 7N8
Telephone: (902) 892-0351

Through contract arrangements with the provincial Research Councils, similar information and assistance is also available from:

British Columbia

Officer-in-Charge
Management Services Division
B.C. Research
3650 Wesbrook Mall
Vancouver, B.C.
V6S 2L2
Telephone: (604) 224-4331

Alberta

Officer-in-Charge
Industrial and Engineering Services
Research Council of Alberta
Terrace Plaza, 4th Floor - Office Tower
4445 Calgary Trail South
Edmonton, Alberta
T6H 5C3
Telephone: (403) 438-0666

Manitoba

Officer-in-Charge
Industrial Technology Centre
Manitoba Research Council
533-155 Carlton Street
Winnipeg, Manitoba
R3C 3H8
Telephone: (204) 944-2031

Saskatchewan

Officer-in-Charge
Industrial Services Division
Saskatchewan Research Council
30 Campus Drive
Saskatoon, Saskatchewan

S7N 0X1
Telephone: (306) 664-5400

Ontario

Officer-in-Charge
Industrial Productivity Services
Department of Engineering
Ontario Research Foundation
Sheridan Park Research Community
Mississauga, Ontario
L5K 1B3
Telephone: (416) 822-4111

Quebec

Officer-in-Charge
Centre de recherche industrielle du Quebec (CRIQ)
245 boulevard Hymus
Pointe Claire, P.Q.
Telephone: (514) 694-3330

Officer-in-Charge
Centre de recherche industrielle du Québec (CRIQ)
333, rue Franquet
Quebec, P.Q.
G1V 4C4
Telephone: (418) 659-1550

New Brunswick

Officer-in-Charge
Management Services
Research and Productivity Council
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 455-8994

Nova Scotia

Officer-in-Charge
Industrial and Information Services
Nova Scotia Research Foundation Corporation
100 Fenwick Street
Dartmouth, Nova Scotia
B2Y 3Z7
Telephone: (02) 424-8670

Access to Information Co-ordinator

The National Research Council currently responds to thousands of enquiries a year through the established services described above, and this practice will continue. In addition, the NRC now has an Access to Information Co-ordinator whose principal duty will be to ensure that those people whose requirements for information are not met by existing services will be able to exercise their legal rights to obtain information under the legislation.

The NRC Co-ordinator for Access to Information oversees the Access to Information function at the Council, including the preparation of the entry for the Access Register, service to the public wishing to obtain access to information, the determination of exemptions and third party notifications, responses to enquiries from the Information Commissioner, appeals before the Federal Court, and the Report to Parliament. Enquiries concerning the administration of the Access to Information Act within the National Research Council should be addressed to:

Access and Privacy Co-ordinator
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-0496

President's Office

The President is the Chief Executive Officer of the National Researc Council and has supervision over and direction of the work of th Council and of the officers, technical and otherwise, appointed for th purpose of carrying on the work of the Council.

Classes of Records

NRC-10
President's Office

Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; outside enquiries on selection of sta correspondence and minutes on Board memberships.

Council Secretariat

The Secretariat provides a number of corporate services includin administration for the governing Council and the Executive Offic committees of Council including standing committees, associat committees and advisory committees, as well as the Managemen Committee.

Additional Secretariat functions include Legal Services, Interna Audit, External Audit, Parliamentary and Ministerial Services, History and Archives.

NRC-20
Council Secretariat

Description: Documents on Council membership, meetings an agenda; ad hoc and advisory committees of Council; divisional advisory boards; follow-up of Council decisions; and correspondence wit Minister's Office, Privy Council Office and Members of Parliamen and the Senate Committee on Science Policy. Information on leg advice, patents, audits, Associate Committees and archival material *Topics:* General administration; National Research Council committees; memoranda to Cabinet and decisions; history and archives; leg services; audits; and Associate Committees.

Executive Vice-President

The Executive Vice-President has the overall responsibility for th operation of all NRC laboratories and research institutes, as well a research programs carried out across a number of laboratory divisio (Interlaboratory Programs).

The other main areas of responsibility are the financial, progra planning and accounting as well as related operations such as tactica studies.

NRC-30
Executive Vice-President

Description: Working papers, memoranda and correspondence wit federal and provincial government departments, universities an industry on research policy and planning as it concerns the mandate of the National Research Council. *Topics:* Research policy and planning; Tactical Studies Group.

Atlantic Research Laboratory

The Atlantic Research Laboratory (ARL) is composed of 12 laboratory sections and their administrative support services, as well as a seaweed culture station located at Fink Cove near Sambro, Nova Scotia. The Director's Office is responsible for the overall operation of the ARL and the Seaweed Culture Station, including policy, planning, program forecasting, estimates, contracts, interaction with the scientific and university communities.

Classes of Records

NRC-40
Director's Office

Description: Director's working files include material on the operation of individual sections, i.e. research and development and project planning; travel and conference files; working files on various associations and institutes of which the Director is a member; NRC committees, i.e. Tactical Studies Committee, etc. *Topics:* General correspondence; Atlantic Provinces Council on the Sciences (APICs), Canadian Society of Microbiologists, Federal Institute of Management, International Peat Society, etc.; general files on research and development as it pertains to individual sections; files by subject interest, i.e. Peat, aquaculture, etc. (containing such things as newspaper clippings, industry reports, etc.); general correspondence from various divisions within NRC, by Division; working files on Five-Year Plan; and forward planning.

Administrative Services

Administrative Services is responsible for plant engineering services at the Atlantic Research Laboratory and at the Seaweed Culture Station at Fink Cove, N.S., as well as general administrative services, maintenance, financial services, library services, and stores (purchasing); photography and drafting services; personnel services.

Manuals

- SOPP
- Financial Management Manual

NRC-50
Administration

Description: Correspondence, memoranda, requests, minutes, and technical reports. *Topics:* Plant engineering; requests (analyses, chemicals and cultures, scientific information); cultural organizations (conferences and symposia meetings); scientific societies and institutes; committees (health and safety, scientific committees); Summer Job Corps Programs; Seaweed Culture Station files (basically engineering and maintenance); unpublished manuscripts; financial services; and personnel files.

Analytical Chemistry

The primary objective of the section is to develop chemical reference materials and improved methodology for the analysis of seawater and marine materials for use by marine scientists, government regulatory agencies and industry. The work is done in co-operation with the Analytical Chemistry Section of the Division of Chemistry and most of the work is contracted out. A Committee on Marine Analytical Chemistry with representatives from commercial firms, universities and government meet annually, monitor the program and provide advice. Secondary objectives are to improve the analytical chemistry competence in industry and universities and to provide the research programs at ARL with an analytical capability. A special series of research reports and situation reviews are published.

NRC-60
Analytical Chemistry

Description: Information on scientific investigations and analyses and the management of the Marine Analytical Chemistry Standards Program, including the distribution of reference materials and reports. *Topics:* Research and development contracts; publications; conferences and symposia; requests, translation, visits, grants and committees. *Retrievability:* Mass spectral data stored on 2T-12 sector discs (double density; 5 megabyte capacity), formatted for an INCOS data system.

Biophysics

The objectives of the Section are to improve the understanding of molecular interactions of water with other molecules, biopolymers and ions, and to determine how hydrogen bonding and motion of water in the liquid and absorbed states affects processes in the living cell and chemical reactions. Infrared spectroscopy is particularly well suited to such studies as the water molecule has an intense infrared absorption spectrum. Current work includes development of methods for computer analysis of band profiles, a new model of band widths in hydrogen-bonded crystals and the state of water in cellulose acetate membranes.

NRC-70
Biophysics

Description: Research files of published and unpublished results; bibliographical surveys; correspondence and memoranda. *Topics:* Infrared spectroscopy; water in biological systems; and hydrogen bonding.

Chemistry of Marine Algae

This Section investigates the separation, identification and analysis of the organic constituents of marine plants. Specifically, membrane components and light harvesting pigments are being examined from several different aspects - their structure and distribution, their biosynthesis, and their function.

NRC-80
Chemistry of Marine Algae

Description: Information on general correspondence, seminar notices, receipts for chemicals and equipment, reprints and information relating to research on the structure, biosynthesis and function of pigments, membrance components, and marine natural products. *Topics:* General correspondence; seminars; chemicals and equipment; algal metabolites; hydrocarbons; fatty acids; sterols; carotenoids; isoprenoids; aromatics; toxins; drugs; cyclic peptides; tetrapyrroles; biosynthesis; ^{13}C nuclear magnetic resonance (NMR) spectroscopy; mass spectrometry; chromatography; synthetic techniques; and chemotaxis.

Chemistry of Natural Products

The emphasis of the Section is on the development and application of nuclear magnetic resonance (NMR) techniques and the use of stable isotopes to the solution of biological and chemical problems. Part of the work is directed at improving the capability of the main instrument (Varian XL-100/15) for experimental work and to maintaining continuous-wave and pulse Fourier-transform NMR spectrometers for routine measurements. The instruments are used in collaborative studies on determining structures and conformations of natural products employing magnetic isotopes, and studies on chemical catalysis and synthesis, including that of silicon in biological and metallurgical systems.

NRC-90

Chemistry of Natural Products

Description: Correspondence, memoranda and technical reports on the development and application of nuclear magnetic resonance techniques and the use of stable isotopes for the solution of biological and chemical problems. *Topics:* Nuclear Magnetic Resonance (NMR); biological, synthetic and chemical applications; instrumentation and techniques; theory; biosynthetic studies of natural products from algae, fungi, bacteria; chemical studies (molecular structure) of natural products, organic and inorganic compounds (silicates).

Genetics of Marine Algae

The objective of the Section is to study the genetics of specific seaweeds and apply that knowledge to the breeding of improved plants. Two different red algae, Gracilaria tikvahiae (a source of agar) and Palmaria palmata (a condiment) have been selected for experimental study. Morphology and pigmentation mutations are used as markers for mapping the chromosomes.

NRC-100

Genetics of Marine Algae

Description: Basic research notes and pedigree data of algae (mostly published in scientific journals), general correspondence, equipment instruction manual, data from experiments and lab equipment.

High Temperature Chemistry

The Section conducts research directed at obtaining a better understanding of the physics and chemistry of reactions at high temperatures, particularly reactions of importance to pyrometallurgical processes and the structure of the materials. The emphasis is on the kinetics and equilibrate of metallurgical processes, particularly gas-metal and slag-metal interactions and on studies of the thermodynamics and constitution of metallurgical slags and glasses.

The group also performs research on specific problems of local industry. The latter involves links with the Sydney Steel Corporation, Brunswick Mining and Smelting, and the Noranda Research Centre. An improved method for lowering the hydrogen content of steel rails is being developed under a PILP contract with the Sydney Steel Corporation.

NRC-110

High Temperature Chemistry

Description: Working files in areas of metallurgical chemistry and coal. *Topics:* Correspondence; minutes and proceedings of meetings; research agreements or contracts; bibliographic material on metallurgical chemistry, coal chemistry and general physical chemistry.

Instrumentation

This Section provides engineering and technical co-operation with the divisional research program through; design and development of special equipment and devices; application of new techniques; modification and improvement of existing instruments; maintenance of certain specialized instruments used by other sections; provision, on a limited scale, of electronic and mechanical calibration and standards; and co-ordination of equipment used for data acquisition and computation.

NRC-120

Instrumentation

Description: Working papers on scientific instrumentation.

Lichenology

Lichenology encompasses the field of algology and microbiology, a study of the mutual relationships between certain species of green algae and fungi that form single symbiotic plants. The study of the Section is directed at detecting, isolating and characterizing the dominant substances synthesized by the lichens, their usefulness in chemotaxonomy, and to the separation and study of the physiology of the algal and fungal symbionts.

NRC-130

Lichenology

Description: Correspondence and working papers on algology and microbiology. *Topics:* Chemistry of lichen substances; taxonomy and distribution of peat mosses; infrared and mass spectra of lichen substances; nuclear magnetic resonance spectra; collection of peat mosses from Canada.

Marine Botany - Physiology and Biochemistry

The research of the Section is directed at obtaining and applying information about the biochemical transformations that occur in specific algae, the mechanisms by which the plants control these processes, and the effect of varying the nutrient supply, light and temperature. The facilities of the Seaweed Culture Station are used to grow plants under controlled conditions to obtain experimental material. The section is responsible for the PILP contract and co-operative work with Marine Colloids on developing the patented process for the commercial cultivation of Chondrus crispus (Irish moss).

NRC-140

Physiology and Biochemistry

Description: General correspondence, reprints, product information, reviews of scientific papers and experimental data in laboratory notebooks relating to the work of the Section. *Topics:* Synthetic organic chemistry; algal chemistry and physiology; Mass Spectra; GC Mass Spectra; and equipment. *Storage Medium:* Hard disc (Finnigan); Floppy disc (NMR). *Retrievability:* Subject, project or equipment.

Marine Botany - Systems and Ecology

The Section's tasks include the determination of the distribution, ecology and systematic relationships of marine algae in the Atlantic Region, examination of ecological factors affecting growth, determination of life cycles of species having potential importance and maintenance of a herbarium. Field investigations are often conducted in co-operation with other scientists in universities or other government agencies. The Section administers the Summer Job Corps Program (Employment and Immigration) in co-operation with Acadia University and is investigating the deterioration of the Irish moss and Furcellaria beds in P.E.I. in co-operation with P.E.I. Seaweeds Ltd. and the provincial Department of Fisheries.

NRC-150

Marine Botany - Systems and Ecology

Description: Correspondence, memoranda, technical reports, contracts and agreements. *Topics:* Contracts, requests for analyses, chemicals and cultures; scientific information, conferences and symposia meetings, scientific societies and institutes, manuscripts; Summer Job Corps Program (by year and project leader); Herbarium; Irish Moss.

Microbiology

The Section conducts research on the isolation and identification of fungi that produce animal and microbial toxins from soil and herbage. The toxins produced from pure cultures grown in the laboratory are being isolated and their chemical structure and toxicity determined. In co-operation with Agriculture Canada, the work has revealed that such toxins are partly responsible for low growth rates of ruminants on maritime pastures in the summer months. Work is now directed at analyzing the effect of crop rotations and pasture management on the soil microflora.

NRC-160
Microbiology

Description: Working files on isolation, identification and ecology of soil fungi and on isolation, structure determination and toxicity of fungal metabolites. *Topics:* Correspondence; taxonomy and ecology of soil fungi; production and isolation of fungal toxins; structure determinations; toxicity of fungal metabolites.

Physical Analysis

The initial emphasis of this Section is on the provision of electron microscopy and X-ray diffraction services to the staff of the laboratory, particularly to the marine biologists and metallurgists, and to scientists in other institutions. Research on the development and application of low temperature X-ray diffraction has commenced. This program was initiated to meet the needs of the laboratory for a capability of conducting electron microscopic and X-ray diffraction analyses.

NRC-170
Physical Analysis

Description: Essentially, no records are kept by this group. It is oriented to serve other sections within the Laboratory, and its records consist of working papers on manuscripts being written and on publications in journals.

Division of Biological Sciences

Director's Office

The Division is composed of fourteen laboratory sections and supporting services. The Director's Office is responsible for the administration and operation of the Division. By directing and correlating activities in the areas of policy, planning, program forecasting, estimates, contracts, etc., it contributes to the main function of the Division which is to conduct research in the biological sciences directed towards new knowledge, and with applications to industry, health, and environmental standards.

Classes of Records

NRC-180
Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, studies in industrial microbiology, travel and seminar information, etc. *Topics:* General correspondence, policy, visits, technical enquiries, administration and operation, technical support - e.g. supplies and equipment, and safety committee.

Animal and Cell Physiology

The Section carries out endocrine and ionic regulation of cell proliferation in bone marrow, kidney, liver, peripheral lymphocytes, thymus, tumours and cells in culture with the objective of understanding why cells divide. One possible medical application would be in the area of the detection and treatment of cancer.

NRC-190
Animal and Cell Physiology

Description: Information on cell physiology, cell proliferation and biochemistry.

Animal Facility

This Section's research involves the immunogenic potential of microorganisms causing diseases in animals with the aim of producing immunoprophylactic (disease-protective) agents.

NRC-200
Animal Care and Research

Description: Information on the basic care and health of research animals, and on immunological research in relation to animals. *Topics:* General correspondence and policy on animal care and research.

Food Technology

This Section conducts research on the microbiological degradation of food and animal wastes with a view to developing a continuous supply of fuel from waste materials. In addition, it carries out investigations on the preservation process as it applies to fruits, vegetables and meats; and seeks ways to maintain the quality of foods during handling, transportation and storage.

NRC-210
Biomass and Food Technology

Description: Information on research related to the freezing and storage of meat; anaerobic degradation of cellulose to methane and chemical feed stock; anaerobic waste treatment, and vegetable storage studies. *Topics:* General correspondence, refrigerated transport, food plant waste treatment, fermentation and aeration, research and development of bacteriological sampling device, industrial utilization of agricultural fats and oils, bacon.

Biomathematics

The Section performs mathematical analyses of biological systems; genetic code and protein sequence analysis; theoretical studies of molecular mechanisms; pollutant transport models; and statistical analyses in connection with experiments carried out in other sections of the Division.

NRC-220
Biomathematics

Description: Correspondence and laboratory notebooks containing information on statistical analysis and mathematical modelling. *Topics:* Biometrical investigations, research in agricultural meteorology.

Cell Biophysics

The Section carries out investigations into the fine structure and function of cell organelles and macromolecular components, fibrogenesis of pectin, chitin, and especially cellulose; localization of lipids and phenols, and morphogenesis of specific cell aggregates and tissues.

NRC-230
Cell Biophysics

Description: Information on research activities in cellulose biosynthesis, methanogenic bacteria, macromolecules and biophysics generally. *Topics:* Biophysics; macromolecules; methanogenic bacteria.

Ecotoxicology

The Section conducts research on the pathways of pollutants through the environment; transformation in sediment, water, air and biota; mechanisms of toxicity and interactions, especially of heavy metals; and hazard assessment of environmental contaminants.

NRC-240
Ecotoxicology

Description: Information on methylmercury experiments, photosynthesis, translocation, DDT uptake by freshwater organisms, and various experiments on pollutants in the Ottawa River. *Topics:* Freshwater ecology, biocide, plants.

Environmental Physiology

The Section conducts research into the metabolic and acclimative processes resulting from exposure to cold environments.

NRC-250
Environmental Physiology

Description: Information on the metabolic and acclimative processes resulting from exposure to cold environments. *Topics:* Physiology of rat interscapular brown adipose tissue; and others.

Environmental Secretariat

As an aid to regulatory agencies, the Environmental Secretariat compiles and analyzes published scientific data for use in establishing cause and effect of pollutants in the environment. Published criteria and monographs concern areas such as radioactivity in the environment, effects of pulp and paper wastes on aquatic life, the formation, transport and effects of photochemical air pollution, and other discussions regarding doses and effects of environmental pollutants.

NRC-260
Environmental Studies

Description: Working papers and bibliographic material in the areas of heavy metals, physical energy phenomena, pesticides, water, air, fluoride, and biology generally, on which criteria and monographs are published. *Topics:* Correspondence, minutes and proceedings, membership, terms of reference of the Environmental Secretariat, the Associate Committee on Scientific Criteria and its sub-committees and working groups on physical energy phenomena, air, metals, water, pesticides, toxicology; inventory of pollution research in Canada and abroad; contract-based research proposals; research agreements or contracts; trace element metabolism; NRC-PCB Study (Regina). *Retrievability:* Research contracts broken down by company name.

Microbiology and Immunochemistry

The activities of this Section centre on research projects such as the bacterial conversion of cellulose to ethanol and methane, the study of synthetic carbohydrate antigens, and the topics below.

NRC-270
Anaerobic Microbiology and Immunochemistry

Description: Information on microbiology, immunology, and immunochemistry. *Topics:* Anaerobic microbiology; characterization, nutrition and physiology of fastidious anaerobes; intermediary metabolism of methanogens, bacterial conversion of cellulose to ethanol and methane; chemostat studies of physiology and enzyme activity of cellulolytic bacteria; immobilization of microbial cells; mechanism of bacterial pathogenesis; isolation, purification and characterization of enterotoxins; physiology of enterotoxigenic micro-organisms; polysaccharide and protein antigens of pathogenic bacteria; isolation, structure and specificity; synthetic carbohydrate antigens; monoclonal (hybridoma) immunoglobulins; study of oligosaccharide- immunoglobulin specificity through conformational analysis; stock culture collection.

Microwaves

The Section conducts research on the biological effects of microwaves. Investigations include the effects of microwaves on the exchange of substances between the brain and its blood supply; heart rhythm and the neural mechanisms modulating heart rate, including behavioral approaches; and the physiology of isolated nerve and muscle preparations.

NRC-280
Microwave Research

Description: Information on the biological effects of microwaves. *Topics:* General correspondence; brain uptake index studies with radiotracers; blood-brain barrier opening studies; cerebrovascular permeability-area measurements with C-14 sucrose in rats exposed to 2450 MHz CW microwaves; cerebrovascular PA measurements with sucrose in rats; and radio iodinated bovine serum albumin experiments.

Molecular Biochemistry

The Section conducts research into the structure and mechanism of action at the molecular level of antibodies, enzymes, proteins and nucleic acids using biochemical and kinetic techniques; laser-Raman and luminescence spectroscopy; laser-flash photolysis; circular dichroism; and synthesized peptides. Its activities also include research on enzymic hydrogen production; immobilized enzymes; and affinity chromatography.

NRC-290
Molecular Biochemistry

Description: Information on studies on nucleic acids, proteins, photophysics, fluorescence spectra, effects of radiation on enzymes, investigation on hydrolysing enzymes, experiments in bio-organic chemistry, resonance Raman studies, biochemistry of proteins and membranes, radiation chemistry and photosynthesis of biological compounds.

Molecular Biophysics

The Section investigates the molecular structure and mode of action in biological systems 'in vitro' and 'in vivo' NMR, election spin resonance (ESR), infrared, Raman and ultraviolet absorption spectroscopy, membranes, peptide hormones, polysaccharide antigens and nucleic acids.

NRC-300
Molecular Biophysics

Description: Information on research involving the use of NMR resonance and ESR techniques.

Molecular Genetics

The Section investigates the 'in vitro' synthesis of biologically active DNA; the development and application of improved recombinant DNA techniques for the insertion and expression of genes; the structure and function of chromosomes of eukaryotes - in particular those of yeast; and the control of gene expression at the levels of transcription, translation, and cellular expression.

NCR-310
Molecular Genetics

Description: Correspondence, memoranda, etc. relating to recombinant DNA, yeast genetics, and protein sequencing. *Topics:* Cell physiology, cell proliferation, physiology, and biochemistry.

X-Ray Crystallography

The Section conducts research into the structure-function relationships in biological systems; the determination of chemical pathways and conformational preferences; and the stereochemistry of molecules of biological significance through X-ray crystal structure analyses.

NRC-320
X-Ray Crystallography

Description: Information on crystal structures, X-ray analyses, and protein work. *Topics:* X-ray crystallography, crystallographic computing. *Storage Medium:* Computer printouts and X-ray films.

Division of Building Research

Director's Office

The Division provides a research service to the construction industry in Canada. It is organized on a multidisciplinary basis to cover the subject areas of energy and services, building materials, structures, noise and vibration, fire, geotechnique, building performance, codes and standards, and information dissemination. A considerable amount of this information is published by the Division on a continuing basis and is available from the Ottawa laboratories and the Regional Stations across Canada.

The Director's Office is responsible for the direction and operation of the Division by managing and correlating activities in the areas of policy and planning.

Classes of Records

NRC-330
Director's Office

Description: Documents on the operation of the individual sections, advisory bodies, R&D studies and seminar or workshop information. *Topics:* The American Society for Testing and Materials; International Standards Organizations; C.I.B.; Construction Industry Development Council; minutes of the Board of Directors; NRC 5-year plan; sectional program and budget submissions; divisional annual reports; proceedings of council; R&D for engineering in cold regions; divisional Planning Committee notes; and Canada Mortgage and Housing Corporation - Division of Building Research reports.

Administration

The Section provides the Director's Office and the staff of the Division with support services in the areas of personnel, finance, purchasing, shops and building maintenance.

NRC-340
Administration

Description: Personnel data on all members of staff, financial reports and performance records, purchasing documents, travel authorizations and correspondence and documents on the shops and building up-keep.

Building Materials

The Section provides basic information on the properties and behavior of building materials, assists in the preparation of standards and specifications, develops test methods to evaluate the performance of various building materials and assists industry and other agencies in solving problems of national importance.

NRC-350
Building Materials

Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, paints, plastics, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. *Topics:* The performance of clear and pigmented coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of organic building materials; performance of concretes as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of organic building materials; durability of cover and absorber materials for solar collectors; physics of coating formation and adhesion, and the durability of structural clay products.

Building Performance

The Section is primarily concerned with the development of information to aid the designer and builder in realizing practicable, cost-effective, occupant-safe and useful buildings. The range of activities necessary to achieve these objectives involves consideration of the design and construction process; observation and analysis of the operation, use and performance of actual buildings; and direct communication with the industry to promote the application of knowledge of buildings.

NRC-360
Building Performance

Description: Information on the design and construction process and the observation and analysis of the operation, use and performance of actual buildings. *Topics:* Movement of people in buildings; occupancy classification and standards; development of building details; metric conversion for building design; user problems and activities; study of building-use information in the design process; occupant behavior and building emergencies; development of design aids; and thermal upgrading of houses.

Building Structures

The objective of this Section is to provide information on structural aspects that are common to all buildings, mainly to satisfy the needs of structural designers and building code authorities. Studies of wind effects on full and model-scale buildings and snow loads on roofs are given particular attention. Results of this work help in the continuing improvement of the design values used in the National Building Code and its Supplement.

NRC-370

Building Structures

Description: Information on the introduction of "limit states design" into Canadian structural codes and standards and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. *Topics:* Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; snow loads on roofs; wind effects on buildings and structures; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others.

Codes and Standards

The Group comprises the Codes Technical Section, which oversees the Division's technical contributions to the Committees responsible for the preparation of the National Building Code (NBC) and the National Fire Code (NFC) and undertakes studies relating to the special needs of these Codes, as well as providing technical assistance in the production of the various Code documents; a Codes Secretarial Service which provides the necessary secretarial support to the Associate Committee on the NBC, the Associate Committee on the NFC, and the Canadian National Committee on Earthquake Engineering, and the auxiliary Technical Committees responsible to these Associate Committees; and editorial, translation and distribution and records units which handle the production and distribution of the Codes and their associated documents.

NRC-380

Codes and Standards

Description: Information on topics related to the operation of the Codes Technical Section, the Codes Secretarial Service and the Editorial, Translation, Distribution and Records Units. *Topics:* Technical information and advice to Code Committees; Code requirements for Committee consideration; replies to Code inquiries and requests for interpretation;seminars and conferences on the NBC and NFC; the continuing review of the Code documents in the light of developments in building design and technology to determine the areas which may require expanding or updating to keep them current; technical studies to provide information needed in preparing new or improved Code requirements.

Energy Conservation R & D

This Unit is responsible for managing some contract work that falls outside the scope of any single research section and the administrative support for the work related to energy conservation in the Division.

NRC-390

Energy Conservation R & D

Description: Information on contract work available through CISTI and administrative support. *Topics:* Indoor environmental criteria; energy conservation - commercial; contracts; energy conservation standards for buildings; research studies; UFFI (Urea-Formaldehyde Foam Insulation); general correspondence.

Energy and Services

The objective of the Section's research work is on the economic operation of buildings with the minimum of energy consumption at acceptable interior environmental standards.

NRC-400

Energy and Services

Description: Information on studies related to energy conservation in offices, schools, retail stores and apartment buildings and two aspects of the interior environment, illumination and air quality. *Topics:* Air movement in buildings; ventilation; lighting energy conservation; visual performance; energy targets for existing office buildings; service-water heating; case studies of energy use in buildings; energy analysis and monitoring in supermarkets; and smoke movement in tall buildings.

Fire Research

The Section is responsible for conducting research aimed at reducing the life and property losses by fire in Canada. High priority is given to subjects related to the National Building Code, as it is through building regulations that the greatest progress can be made towards the provision of fire safety.

NRC-410

Fire Research

Description: Correspondence and laboratory data on the development and revision of standard methods of fire tests and research activities which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, and the influence of fire risks on the overall design of buildings. *Topics:* Thermal decomposition of polymers; behavior of building components in fire; evaluation of fire behavior of plastic components; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; development of fire; combustion of organic materials; toxicity of combustion products; fire resistance safety factors; restraint and fire severity; and commercial test reports.

Geotechnical Section

The Section provides a research service to the construction industry of Canada in the use and behavior of earth materials. Studies involve mineral and organic soils, peat, rock, permafrost, snow and ice, and the influence environmental factors and human activity have on these materials.

NRC-420

Geotechnical Section

Description: Information on mineral soils, rock, permafrost, snow and ice, manuals on engineering practice, codes and standards. *Topics:* Deformation and stresses in soils; soil strength and rapid failures; deep foundations and excavations; regional soil conditions; frost action in soils; permafrost distribution and environmental studies; structures in permafrost; deformation and failure of fresh water ice; ice engineering; avalanche engineering; deformation and strength of frozen and thawing soils; ground thermal regime; frost heavy studies in northern regions; tunnelling and underground construction; physico-mechanical processes in frozen soils; rheology and strength of saline ice; avalanche hazard evaluation; and ground heat storage.

Instrumentation

The objectives of the Unit are to provide expert advice and consultative service on instrumentation and system design to Building Research Sections, to co-ordinate selection and purchasing of new equipment and to provide technical support for the proper maintenance of instrumentation and related equipment. These objectives are pursued through two main areas of activity: general instrumentation and computerized data acquisition and control systems.

NRC-430
Instrumentation

Description: Information on the Division's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the Division.

Noise and Vibration

This Section is concerned with problems of vibration and acoustics as related to buildings. Research proceeds at three levels: studies of basic physical processes of propagation of sound and vibration in buildings; studies of responses of people to sounds and vibrations in their environment and establishment of quantitative physical descriptors that correlate with human response; and development of standard methods of measurement of the requisite physical descriptors.

NRC-440
Noise and Vibration

Description: Information on field measurements of the sound absorption and transmission properties of buildings and building elements and research in vibration related to experimental studies of the response of actual structures under dynamic excitations, such as those provided by wind and road traffic. *Topics:* Development of impact test for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; outdoor noise propagation; reverberation room acoustics; vibration problems in buildings; earthquake engineering; and commercial test reports.

Regional Stations

The main objective of the Regional Stations is to provide technical information to the construction industry in the Atlantic, Prairie and British Columbia regions in connection with improved design, the construction and operation of buildings and other structures. This objective is pursued through applied research projects and technical information services. The Stations provide a communication link between the design professions, construction agencies, users of buildings and the Building Research Centre in Ottawa.

NRC-450
Regional Stations

Description: Correspondence and material on technical enquiries, lectures, and seminars; information on the study of building materials and systems in real service or controlled laboratory environments at the Prairie Regional Station. *Topics:* Atlantic Station, Halifax - masonry studies in Atlantic Canada; technical enquiries; National Building Code; National Fire Code; Field Study Reports. Prairie Station, Saskatoon - behavior of flat roofing systems and components; shallow foundations on active subsoils; concrete in soils of high sulphate content; compression characteristics of glacial deposits in Western Canada; condensation in buildings; heat and moisture balance in buildings. B.C. Station, Vancouver - technical enquiries, National and Fire Codes; Field Study Reports.

Technical Information

This Group has two main tasks: to provide library, editorial, drafting, photography and graphic art services to the Division; and to provide the construction industry with published information on building technology and to promote technology transfer generally.

The Library, which is a branch of CISTI, provides services to over one hundred DBR research staff and is available as a basic source of information for the construction industry. The Publications Unit is responsible for editing, processing and distributing all DBR publications. The Graphics Unit provides all drafting, photographic and graphic art services. Technical inquiries from the construction industry are answered by the Technical Information Unit.

NRC-460
Technical Information

Description: Information on the activities of the Divisional Library, the Publications Unit, the Graphics Unit and the Technical Information Unit. *Topics:* Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; abstracts, digests; Research News; Housing Notes; Canadian Building Series; Manual on Metric Building Drawing Practice; requests for information; preparation of publications and reports.

Thermal Performance

The Section aims to develop information on methods for saving energy in new and existing residential buildings with a minimum of resultant problems. The specific objective is to reduce consumption of oil, both by conservation and by substitution of other heating systems.

NRC-470
Thermal Performance

Description: Information on the development of test methods and performance standards for solar heating equipment, validation of solar heating models, the study of passive solar heating methods, computer studies and monitoring of real buildings to determine the effect of building construction features and occupancy on energy consumption in residential buildings and the study of heat pump heating systems in residential buildings. *Topics:* Monitoring and analysis of active solar heated buildings; solar collector colorimetry; passive solar heating; HUDAC Mark XI project; ENCORE-CANADA house heat load program; energy consumption in real houses; basement studies; and the applications of electrical energy for space and water heating in residential buildings.

Thermal Properties

The Section is responsible for developing and operating facilities for determining the thermal characteristics of building materials and components such as walls, windows and doors.

NRC-480
Thermal Properties

Description: Information on the development of methods for testing materials and components, standards committees for building materials and committees on thermal techniques. *Topics:* Hygrothermal properties of materials; hermetically sealed multiple glazing; thermal performance of walls and windows; and commercial testing reports.

Chemistry Division

Director's Office

The Chemistry Division is composed of 16 laboratory sections and supporting services.

The Director's Office is responsible for the administration and operation of the Division. By directing and correlating activities in the areas of policy, planning, budgets, program forecasting, etc., it contributes to the main function of the Division which is to conduct research in the chemical sciences with applications to the scientific community at large and to industry.

Classes of Records

NRC-490
Administration

Description: Correspondence, memoranda, reports, etc. relating to the operation of the laboratory sections, and the provision of scientific assistance to business, the general public and other agencies. *Topics:* General files - correspondence, technical enquiries, visits, lectures, seminars, publications, inventions; tests for outsiders; research.

Analytical Chemistry

The Section develops analytical methods, frequently in the context of the marine analytical chemistry standards program, and especially in the area of inorganic trace analysis. Analytical services are provided under certain circumstances.

NRC-500
Analytical Chemistry

Description: Correspondence, memoranda and general enquiries on analytical methods and analysis problems. *Topics:* General correspondence; trace analysis - emission; X-ray; atomic absorption; organic and spark source mass spectrometry; inductively coupled plasma analysis.

Chemical Engineering

This Section carries out research on reverse osmosis, ultrafiltration, sludge and emulsion treatment with a view to the separation, recovery and reuse of materials of industrial importance. In addition, it investigates fluid-particle technology, size enlargement, and fine coal beneficiation methods in order to recover or increase the value of specific fossil fuels and various ores.

NRC-510
Chemical Engineering - Spherical Agglomeration

Description: Reports, correspondence and memoranda on membrane separation processes, spherical agglomeration, particle size enlargement, beneficiation of coal, the upgrading of ores, and the application of the relevant technologies to industrial problems. *Topics:* General correspondence; reverse osmosis; ultrafiltration; recovery of coal fines; fluid-particle technology; emulsions; coal-oil mixtures.

Chemical Physics

Research in the Section is concerned with the spectroscopy of organic compounds, and transient species, semiconductor films and photovoltaic materials and devices.

NRC-520
Chemical Physics Spectroscopy

Description: Correspondence, reports and memoranda on semiconductors, electron spin resonance spectroscopy and transient phenomena. *Topics:* General correspondence; electronic properties; semiconductor films; photovoltaics; carrier generation; transport properties, sputtering.

Colloid and Clathrate Chemistry

The Section investigates the properties of suspensions, colloid science, surface problems, dielectric properties, nuclear magnetic resonance studies of solids and low temperature calorimetry.

NRC-530
Colloid and Clathrate Chemistry

Description: Memoranda, reports, general enquiries; requests from industry on separation problems; colloids; particles. *Topics:* General correspondence; spherical agglomeration; oil sands bitumen separation; dielectric properties; NMR; clathrate hydrates.

High Polymer Chemistry

The Section is engaged in research dealing with the kinetics and mechanisms of ionic polymerizations, especially those initiated by carbonious, stereoregular polymers, and their characterization by solution and NMR measurements of polymers and inorganic or organometallic complexes.

NRC-540
High Polymer Chemistry - Plastics

Description: General enquiries, reports and correspondence on polymer science, stereoregular polymers, plastics and rubbers. *Topics:* General correspondence; ionic polymerization mechanisms; block polymers; star polymers; characterization of stereoregular polymers; NMR; catalytic complexes.

Hydrocarbon Chemistry

The Section conducts research on the chemistry and ESR spectroscopy of organic free radicals in solution.

NRC-550
Hydrocarbon Chemistry

Description: General correspondence, memoranda and reports on the autoxidation of liquid hydrocarbons and the efficacy of anti-oxidants. *Topics:* Hydrocarbon research; free radicals; chain reactions in the liquid phase; reaction-rate constants; ESR spectroscopy; the chemistry of free radicals in solution.

Kinetics and Catalysis

The staff in the Section undertake research in the following areas: reactions of atmospheric interest - and gas phase free radical reactions; heterogeneous catalysts; chemistry and electron spin resonance spectroscopy of free radicals; and metal clusters.

NRC-560
Kinetics, Catalysis, ESR Spectroscopy

Description: Correspondence, memoranda and reports on chemisorption, catalysis, ESR spectroscopy and air pollution problems. *Topics:* General correspondence; hydrocarbon research; free radicals; ozone layer; photchemical smog; electron paramagnetic resonance; heterogeneous catalysis; fluorine-containing radicals; and carbonyl compounds.

Metallic Corrosion and Oxidation

Research in the Section is concerned with the mechanics and kinetics of the formation of oxides on metal surfaces, with electrochemistry and with the instrumental characterization of surface films.

NRC-570
Metallic Corrosion and Oxidation

Description: Correspondence, memoranda and reports on metallic corrosion and oxidation, and replies to general and specific requests for assistance from industry and government on these subjects. *Topics:* General correspondence; corrosion of metals; formation of oxides on metals; electro-chemistry; electron microscopy; Mossbauer spectroscopy; surface film characterization.

Molecular Spectroscopy

Research in the Section involves studies of the vibration spectra of complex molecules of biological importance, vapor phase Raman intensities and band contours and the development of new vibrational Fourier transform techniques.

NRC-580
Molecular Spectroscopy

Description: Correspondence and memoranda relating to research and requests for information on vibrational spectroscopy, techniques and computer programs. *Topics:* General correspondence; infrared spectroscopy; Raman spectroscopy; Fourier transform infrared spectroscopy; membranes.

Organic Chemistry

The main research projects in the Section deal with the partial and total synthesis of biologically interesting molecules, the transformation of natural products, and the scope and mechanism of new reactions and electro-organic synthesis.

NRC-590
Organic Chemistry

Description: Correspondence, memoranda and reports on chemical synthesis, isotopic labelling, etc. *Topics:* General correspondence; research on preparation of deuterium; steroids; alkaloids; antibiotics; anti-cancer agents; deuterium labelling; synthesis.

Photochemistry and Kinetics

Research in the Section includes studies of photochemistry and photophysics in the gas phase, reaction dynamics, the chemistry of gas-discharge lasers and laser-induced chemistry.

NRC-600
Photochemistry and Kinetics

Description: Correspondence, memoranda and reports on gas-phase kinetics; reactions of atoms, radicals and other transient species. *Topics:* General correspondence; research on mass spectroscopy; industrial contracts; photochemistry; photophysics; infrared chemiluminescence; laser isotope separation.

Solid State Chemistry

Research in the Section encompasses the chemistry and physics of metals, alloys and compounds, solid state inorganic chemistry, and X-ray diffraction and crystallographic computation.

NRC-610
Solid State Chemistry - Metals

Description: Correspondence and memoranda on metals, alloys, etc., their properties and characterizaton techniques. *Topics:* General correspondence; magnetism; metals and alloys; electrons in metals; amorphous metals; hydrides; thermodynamics; X-ray diffraction; crystallographic structures.

Textile Chemistry

The Section performs research on the degradation of plastics and fibers by sunlight and by heat, the mechanisms by which ultraviolet stabilizers and flame retardants operate to protect such materials, the relation between the properties of plastics and fibers and their molecular structures. In addition, there is work going on in the development and evaluation of textile test methods.

NRC-620
Textile Chemistry - Fiber Science

Description: Reports, correspondence and memoranda relating to research in textile chemistry, including general enquiries, requests for information and assistance from industry and other government departments, etc. *Topics:* General (enquiries, visits, lectures, papers, publications, seminars); research in textile chemistry; textile research for companies, industry and government; polymer photochemistry; UV stabilization; morphology; X-ray diffraction; flammability; flame retardants.

Theoretical Chemistry

Research in the Section can be grouped into five areas: Chemical Physics, Solid State and Quantum Optics, Molecular Physics, Biophysics and Quantum Chemistry.

NRC-630
Theoretical Chemistry

Description: Correspondence, memoranda and reports relating to the above research activities. *Topics:* General correspondence; dynamics of liquids and solids; structure-function relationships; biomathematics; radiationless transitions; vibronic coupling; molecular physics; condensation phenomena; resonance Raman scattering.

Thermochemistry

Research in the Section consists of thermodynamic studies of mixtures of non-electrolytes, calorimetry, dilatometry, ultrasonic velocity and vapor-liquid equilibria measurements.

NRC-640
Thermochemistry

Description: Correspondence and memoranda relating to the research described above. *Topics:* General correspondence; heats and entropies of mixing; vapor pressures; volume measurements; properties of liquids and solutions.

Division of Electrical Engineering

Director's Office

The Division is composed of eight laboratory sections including administrative and technical support services.

The Director's Office is responsible for setting research program goals, objectives and priorities and for directing and co-ordinating the divisional research and service activities. The Division conducts research in electrical, electromagnetic and electronic engineering; computer, biomedical and ultrahigh vacuum technology; surface science and quantum electronics, with applications to industrial and social development.

Classes of Records

NRC-650
Administration

Description: Information related to the operation of the individual laboratory sections and support services in the Division. *Topics:* General correspondence, policy, administration and operation, divisional committees, equipment and supplies, technical enquiries and unsolicited suggestions, visits, lectures, seminars, exhibits, displays; review of manuscripts, articles for publication in outside journals, requests for copies of scientific papers, hospital engineering publications, Journal of Vacuum Science and Technology; laboratory orders, assistance to outsiders and universities, correspondence and investigations of electrical fires, accidents and failures, radio wave bands allocated to NRC, instrumentation co-ordination, and correspondence between Communications Canada and the Division; policy and general correspondence for the Model Shops, Photographic Section, Field Station and Drafting Office.

Computer Graphics

This Section conducts research in two areas - computer graphics and image processing. The computer graphics part develops techniques in the area of computer-aided design and manufacturing. The image processing side addresses several applications such as heart investigation procedures, image restoration and enhancement, computer vision and the measurement and karyotyping of plant chromosomes.

NRC-660
Computer Graphics

Description: Information on research projects related to electronic music, computer animation, data systems, computer graphics, image processing, urban systems, and computer simulation and modelling activities. *Topics:* General correspondence, policy, electronic music, computer animation, pattern analysis, picture processing, data analysis and system development, numerical control, police patrol car allocation and simulation, computer-aided design and intelligent robotics.

Electromagnetic Engineering

This Section conducts research on fundamental problems in electromagnetic and antenna theory. In addition, it develops measurement methods and maintains facilities for the design and evaluation of antennas for the analysis of electromagnetic interference. The following are specific application areas in the section: radar principles to study the polarization effects of precipitation and for the measurement of sea-ice thickness; microwave heating for industrial processes; the development of moisture and electromagnetic radiation sensors; studies on the resolution of optical components to improve integrated optical circuits.

NRC-670
Electromagnetic Engineering

Description: Information on research projects related to fundamental and applied problems in electromagnetic radiation and antenna theory. *Topics:* Policy; general correspondence; television; precipitation radar; microwave heating and drying; hail research (Alberta); microwave and high-frequency measurements and standards; ice thickness sensors; tests for outsiders.

Electron Physics

This Section investigates the measurements, creation, processes and application of ultrahigh vacuum technology. Specific application areas include surface studies, their order and physical properties; the preparation of lanthanum hexaborides as a thermionic electron emitter; quantum electronics and laser technology emphasizing line width, optical memories and optical spectroscopy of rare earth solids. The Section also operates a liquid helium facility for internal and external users.

NRC-680
Electron Physics

Description: Information on research projects related to surface science and ultrahigh vacuum. In particular, physical properties of surfaces, lanthanum hexaboride as an electron emitter, quantum electronics and laser technology as related to line width, optical memories and spectroscopy and liquid helium production. *Topics:* Policy; general correspondence; major projects on surface science; helium liquifier device; quantum electronics; surface physics; and ultra high vacuum.

Electronics Engineering

The Section conducts research in two areas: instrumentation and software for intelligent robotic subsystems and the applied use of photovoltaic technology. In the robotic subsystems area, effort is being devoted to optical-electronic measurement and inspection systems, digital and optical filtering techniques and the interfacing between measurement and control systems. In addition, it develops power systems based on photovoltaic modules and evaluates the performance of photovoltaic modules.

NRC-690
Electronics Engineering

Description: Information on research projects related to instrumentation and software for intelligent robotic subsystems, sensor development, signal processing and photovoltaic systems. *Topics:* Policy; general correspondence; sensor development; signal processing; digital instrumentation; photovoltaic systems; length measurement; and oil burner.

Information Science

This Section's main area of research is computer-aided learning. It develops and evaluates a national authoring language (NATAL); develops terminals and software for specialized interactive computer application; maintains and operates a computer network for co-operative research in computer-aided design and manufacture, and computer-aided training; pursues information storage and retrieval activities concerned with automatic classification techniques and access to data banks; and studies computer-aided design focused on development of computer-based models to assist in the design-decision process.

NRC-700
Information Science

Description: Information on research projects related to computer-aided learning or training and the specialized equipment associated with this field. *Topics:* Policy; general correspondence; touch sensitive x-y encoder; information retrieval and documentation; thermal radiation detection; research on computer-aided learning; counter mortar radar; Canadian Patents and Development Ltd.; Costpro.

Medical Engineering

The Section develops instrumentation and techniques which define and analyze biological processes related to the clinical situation. There are three areas of endeavor: the development of technical aids for the physically handicapped to improve and increase their vocational opportunities and quality of life; the study of measurement of the effects of non-ionizing radiation such as ultrasound and electric current flow on body tissues; and the development of methods of data collection, analysis and interpretation to facilitate the decision-making of the health worker.

NRC-710
Medical Engineering

Description: Information on research projects related to specialized instruments and techniques required in the medical field, such as the development of technical aids for the handicapped, and the measurement and study of the effects of ultrasound and electric current flow on body tissues. *Topics:* Policy; general correspondence; guiding devices for the blind; medical electronics; echo-encephalography; aids to the handicapped; prosthetics and orthotics research; reference catalogue; ultrasound; communication aids; Rehabilitation International; body signals; Life Institute Minneapolis Medical Center; biochemical engineering activities in Canada; Advisory Committee on Technical Assistance to the Handicapped; management of electromedical equipment in Canadian hospitals; operation of rehabilitation technology unit.

Power Engineering

This Section develops instrumentation for the Electrical Power Industry and Standards Laboratory. More specifically, it studies the deterioration of high-voltage insulation systems and the environmental effects of high-voltage direct-current transmission lines. In addition, it develops and analyzes high-voltage impulse measuring systems for application to industrial calibration and standardization.

NRC-720
Power Engineering

Description: Information on research projects related to instrumentation and standards associated with the Canadian electrical power industry. *Topics:* Policy; general correspondence; electrical utilities; high-voltage research; dielectric research; interlaboratory comparisons; lightning research at the CN Tower, Toronto; high-voltage radio interference; development of primary power sources; energy-related research and development; and tests for outsiders.

Rehabilitation Technology Unit (Toronto)

This Section assists Canadian industry in developing and providing aids for the handicapped. It provides human and production engineering services to manufacturers; contracts and evaluates developmental models on a buy-back basis, ensuring the adherence to proper procedures; and co-operates with the Canadian Standards Association in testing developmental models for adherence to safety and reliability specifications.

NRC-730
Rehabilitation Technology Unit (Toronto)

Description: Information on the administration and operation of the Rehabilitation Technology Unit, and on research projects related to developing and providing aids for the handicapped. *Topics:* Administration - general correspondence, visits, publications, papers and talks, conferences and seminars; Canadian Rehabilitation Council for the Disabled (CRCD) Technical Aids Committee; Canadian Board for Certification of Prosthetists and Orthotists; Canadian Association of Prosthetists and Orthotists; International and Ontario Society of Prosthetists and Orthotists; British Institute of Surgical Technologists; marketing - CRDC Operations; general correspondence, correspondence between RTU and CRDC, between RTU and the Canadian Rehabilitation Organization, between RTU and Foreign Rehabilitation Organization, between RTU and manufacturers and suppliers; testing and evaluation of commercial rehabilitation devices; research projects - general correspondence, switches (touch, pneumatic, lever, pedal, button, other input, photo electric, manual joy stick, mouth joystick), typing aid, mounting devices, telephone, message pointer, dynamic seat, radio tuning motor, personal nerve stimulator, head pointer.

Herzberg Institute of Astrophysics (HIA)

Director's Office

The Director's Office controls, directs and correlates the activities of the Institute's nine Sections, three of which are observatories. The Office is responsible for the administration of the Institute; it prepares policies, program forecast estimates, contracts and other related material.

In addition, it contributes to the main function of the Institute which is the advancement of knowledge in the areas of spectroscopy, space physics, planetary sciences and astronomy and the running of the observatories which are national facilities. The Office also has supportive responsibilities for the Canada-France-Hawaii Telescope.

Classes of Records

NRC-740
Administration

Description: Correspondence, memoranda, etc. pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section and the Canada-France-Hawaii Telescope. *Topics:* Administration (general correspondence, enquiries, visits, lectures, talks and papers, review of manuscripts, theses, etc. for outsiders, seminars and colloquia, unsolicited suggestions and ideas submitted to HIA, exhibits and displays); research - general; Canada-France-Hawaii Telescope (CFHT) Board of Directors; contracts with CFHT; CFHT Canadian Project Office; miscellaneous work done for outsiders.

Astronomy

The Section carries out basic research into phenomena associated with natural emission from material in extraterrestrial space. This research can be divided into two broad categories; solar and non-solar astronomy. Solar astronomy in the radio spectrum involves daily measurement of the microwave flux and daily strip scans of the solar disk. Optical measurements of certain specific regions are made in or near the H line when weather permits. Galactic and extra-galactic radio astronomy comprises a very broad field ranging from research on cold interstellar clouds to the study of very distant and very bright radio galaxies and quasars.

The Section also has the responsibility of operating the Algonquin Radio Observatory (ARO) as a national facility and providing new instrumentation for the 46-meter telescope.

NRC-750
Astronomy

Description: Correspondence, memoranda and working papers connected to the topics listed below. *Topics:* Policy, correspondence; 46-meter telescope; long baseline interferometry; solar radio noise; joint solar observing programs; solar maximum year; requests for observing time on telescope (other than ARO); visits to ARO; long-range planning; meals and board; instrumentation; application for observing time; data processing; Ottawa River Solar Observatory.

Distinguished Research Scientist

The present work of this Section is devoted mainly to the study of a new class of molecules discovered two years ago. They may be referred to as Rydberg molecules since they are stable only in Rydberg states but not in the ground state. Molecules that have been identified are H_3 and NH_4.

NRC-760
Distinguished Research Scientist

Description: Information in these files described above; also general correspondence on molecular spectroscopy.

Dominion Astrophysical Observatory

The Dominion Astrophysical Observatory is engaged in the research of early-type stars, galactic structure, peculiar A stars, late-type stars, high-resolution observations employing the method of lunar occulations, photometric observations of stars and stellar systems, double stars, techniques of data analysis, galactic supernova remnants, design and development of instrumentation and optics for astronomical research.

NRC-770
Dominion Astrophysical Observatory

Description: Data and general correspondence on astronomy related to observations and research on various stars and galaxies, design, testing and construction of various instruments, optics and sites. *Storage Medium:* Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints.

Planetary Sciences

The Section carries out basic research on physical processes and phenomena occurring in the upper atmosphere and near space. Some of the principal phenomena studies include the aurora, ionosphere, magnetosphere, space plasmas, meteors, meteorites and comets. Observations are made from the ground, on rockets and on satellites. Instrumental techniques include photography, spectroscopy, photometry, radar and plasma probes. Theoretical work is done in some areas.

NRC-780
Planetary Sciences

Description: Correspondence, memoranda, etc. related to the topics listed below. *Topics:* Policy; general correspondence; auroral research; meteor research; rocket research; non-meteoritic sightings; auroral radar; planetary sciences field stations; Meteorite Observation and Recovery Project; upper atmosphere research data; times of sunrise and sunset; astronomy and aeronomy; Aeronomy Newsletter; continuing observations of meteor phenomena; infrasound generated by meteors; continuing observations of auroral phenomena; infrared airglow research; thermal plasmas in the ionosphere; plasma studies in the magnetosphere; eclipse effects in the ionosphere; theoretical modelling of geomagnetic pulsations; experiment for shuttle spacelab; infrasonic research.

Dominion Radio Astrophysical Observatory, Penticton, B.C.

The observatory studies natural radio emissions from selected regions of the sky at various frequencies.

EDP Systems

- Maps of various regions of the sky which have been obtained with the observatory's radio telescopes are stored on magnetic tapes and disks

NRC-790
Radio Astronomy

Description: Correspondence, memoranda, etc., and radio maps. *Topics:* General correspondence; operation and administration; fires and fire protection. *Retrievability:* Files arranged by subject, 'source name', sky position, frequency of observation, telescopes used, etc.

Space Physics

The Section conducts basic research into physical phenomena in space, specifically cosmic rays, plasma processes in the earth's magnetosphere and ionosphere and auroral mechanisms. Instrumentation is designed and constructed for experiments using rockets and spacecraft; data from these and other sources are analyzed and interpreted. A network of cosmic ray neutron monitor stations is maintained throughout Canada.

EDP Systems

- Cosmic Ray Neutron monitor and meson telescope data files for Canadian stations
- Data from ISIS 2 spacecraft - the energetic particle detector experiment
- Data from Magsat spacecraft - vector and scalar magnetometers

NRC-800
Space Physics

Description: Information on basic research in space physics. *Topics:* General correspondence; auroral processes; Birkeland currents; cosmic rays; ionosphere; magnetosphere; space plasmas; McKay Street Cosmic Ray Laboratory.

Spectroscopy

The Section studies small molecules and free radicals (unstable chemical species) by means of the electromagnetic radiation that they absorb or emit. The section has equipment which covers the range from the far ultraviolet (wavelengths of about 1000 angstroms = 10^{-5}cm) to radio frequencies (wavelengths of about 50 cm). Some emphasis is placed on molecules of astrophysical importance.

NRC-810
Spectroscopy

Description: General correspondence and information related to spectroscopic research. *Topics:* Policy; infrared spectra of polyatomic molecules; electronic spectra; vibrations in polyatomic molecules; spectra of molecular ions; laser-Stark and laser-Zeeman methods scanning infrared lasers; use of double resonance and two-photon spectroscopy.

Spectroscopy of Larger Molecules

The Section carries out basic research on the spectra of molecules and transient species. The aim of the research is to establish the structures of these molecules and information concerning their dynamic properties. The research has many applications in chemistry, physics and astrophysics.

NRC-820
Spectroscopy of Larger Molecules

Description: Information on research as outlined above; this research is also published in recognized scientific journals. *Topics:* Electronic and infrared spectra; molecules; free radicals; effects of magnetic and electric fields; astrophysical applications; two-photon spectroscopy; saturated absorption spectroscopy; microwave-optical double resonance.

Industrial Materials Research Institute

The Director's Office is responsible for the administration and operation of the Institute. It directs and correlates activities in the areas of policy, planning, program forecasting, estimates, contracts, etc. and contributes to the main function of the Institute which is to serve the needs of Canadian industry in an area of major concern - the technology of industrial and engineering materials. With new laboratory facilities presently under construction at Boucherville on the south bank of the St. Lawrence east of Montreal, the Institute carries out its scientific activities from temporary quarters in the Montreal suburb of St-Henri. The Institute's research program, oriented primarily towards the needs of the industrial sector, includes research in process technology, materials and service performance characterization, and systems and instrumentation.

Classes of Records

NRC-830
Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, R&D on industrial materials, travel and seminar information, replies to technical enquiries, and records on technical support - i.e. supplies and equipment, safety committee. *Topics:* Administration; liaison (with associations, industries, foreign countries, universities, federal departments and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology.

Division of Mechanical Engineering

Director's Office

The Division is composed of ten laboratory sections, the Manufacturing Technology Centre and the Administration and Services section.

The Director's Office is responsible for directing and correlating the administration and operation of the Division through the following activities: policy making, planning, program forecasting, estimating, entering into contracts, purchasing and materiel management. The Division conducts research and development in the areas of transportation, energy and industrial technology by providing a broad range of expertise and experimental facilities.

Classes of Records

NRC-840
Administration, Research, Testing

Description: Information and correspondence on the operation of the individual sections and their interactions with each other, private sector clients and other government departments; the planning, controlling and reporting of projects and programs; and the forecasting and use of financial, physical and human resources. *Topics:* Policy; general correspondence; inquiries; administration and operations of Western Laboratory; visits, lectures, papers and talks; review of manuscripts and theses of staff; articles for publication; seminars; laboratory orders; firms offering testing, shop work, manufacturing assistance and facilities; exhibits and displays; inventions submitted; newsletters; photographs and publicity; pollution - general correspondence; Alexander Graham Bell Museum, Baddeck, N.S.; monuments; divisional project management system; finance policy; general finance correspondence; equipment and supplies by sections; research by subject; research collaboration with industry; tests.

Analysis Laboratory

The Laboratory is concerned with the use of computers in engineering research and development and as aids to solving current industrial problems. Collaborative projects, usually with industry directly involved, define the needs for new computer technology development in the Laboratory and provide for its effective transfer and use. Activity areas include transportation, control systems, industrial scheduling and signal processing.

NRC-850
Analysis Laboratory

Description: Information on the technology of computer modelling and simulation: facility development, hardware, software, methods and applications. *Topics:* General correspondence; technical inquiries; laboratory operation; digital and hybrid computing; trip reports by staff; research projects.

Arctic Vessel and Marine Research Institute

The Institute is a national facility providing assistance to both government and industry with design and performance studies of marine vehicles and structures and other hydrodynamic devices. A broad range of projects is undertaken involving theoretical and computer studies as well as laboratory and full-scale experiments in open water and in ice. Consideration is given to propulsion, maneuvering, seakeeping, hydromechanics and ocean environment, with ultimate applications being used for ship design criteria, sea transportation, offshore exploration and development, fisheries, defence, search and rescue, law enforcement and safety.

NRC-860
Marine Transportation Technology

Description: Operations and administration files, general correspondence, general technical and scientific correspondence and working files containing information on marine transportation technology studies and participation in societies, associations, conferences and government interdepartmental committees and working groups. *Topics:* AVMRI (St. John's): Administration - general correspondence, enquiries, operations, visits, lectures, talks, papers, articles, seminars, laboratory orders; finance; equipment; committees; projects. AVMRI (Ottawa - Marine Dynamics): General correspondence, general scientific and technical enquiries, administration; internal research; tests for outsiders; R&D for companies, National Defence and other government departments and agencies. Files held locally.

Control Systems and Human Engineering Laboratory

The Laboratory conducts R&D on the application of control theory and technology to a wide range of industrial and other control problems. In addition, the Laboratory conducts research on human factors in manual control and man-machine interaction.

EDP System

- PDP-11/45 and PDP-11/60 with DECnet interconnection and graphics terminals - used in modelling and simulation of industrial and other control processes

NRC-870
Control Systems and Human Engineering

Description: Correspondence, memoranda and reports on the industrial and medical applications of automatic control and human factors studies information on computer modelling and simulation, distributed control and data highway development, communication characteristics of the human operator and collaborative studies with universities and government departments. *Topics:* Policy; technical enquiries; orthopedic and prosthetic appliances; heat exchange for brain cooling; specific control problems on copper refining; applications of fluid amplifiers; pattern recognition; effect of microwave radiation on birds; controlled wound healing; freeze-drying units; spinal cord cooling and monitoring; Transport Canada plate load test equipment; consultation with ND Directorate on support vehicles; Queen's University - interdisciplinary collaboration.

Engine Laboratory

This Laboratory concerns itself with engine research as outlined below. All work conducted by the Laboratory has strong industrial applications.

NRC-880
Engine Laboratory

Description: Correspondence, memoranda, reports, etc. related to research on air cushion technology; energy conserving automotive power plants and fuels; aerodynamics and heat transfer in cooling of internal combustion engines; bearing design and operation, vibration prediction measurement techniques; gas turbine engines; aerodynamic theory and performance of turbo and reciprocating machinery, and on acoustics of machinery. *Topics:* Policy; general correspondence; inquiries; administration and operations; reports and publications; compressor design and performance of centrifugal compressor; engines - internal combustion; Vertical Take-Off and Landing (VTOL) fan-in-wing; VTOL propulsion tunnel; ceramic foam material; hybrid power plant system for automotive vehicles; air cushion hoverbed geriatric bed; icing research; fan testing rig investigations; rotor dynamics; hydrostatic bearings aeroacoustics; tests for outsiders.

Fuels and Lubricants Laboratory

The Laboratory conducts investigations and research into the use of all types of petroleum and associated products, with particular interest in development of laboratory test methods and their relationship with field use, future fuels for gasoline diesel and gas turbine engines, re-refining of used lubricants, engine fuel economy, low temperature operation, etc., as outlined below.

NRC-890
Fuels, Lubricants and Associated Products

Description: Information on the Section's administration, research and development work, committee correspondence, and miscellaneous inquiries and test work. *Topics:* Policy; general correspondence; inquiries; operations and administration; pollution - air, water; unconventional automotive fuel; publications; static charging of distillate fuels; work done for other divisions; diesel hydraulic propulsion unit; combustion and propulsion; bearing life of rotating electrical components; detection of explosives; tribology research; storage test of petroleum products; fuels and lubricants; re-refined oil; tests for outsiders; R&D - air, land and sea; Quality Engineering Test Establishment.

Gas Dynamics Laboratory

Work in the Laboratory is concerned with the flow of fluids, mainly gases, in engineering applications. Gas flows range from small-quantity, high-temperature plasmas to the large continuous flow rates at ordinary engineering temperatures associated with prime movers, heat exchangers, industrial flues, smelting processes, etc. Engine work is centered largely on industrial, marine and aviation gas turbines. Specialized experimental facilities for all the major components of gas turbine power plants are operated in co-operative research programmes with industry. Other facilities allow the study of high-powered model propulsion systems at forward speed, small gas turbine aeroengines at altitude, industrial aerodynamics related to non-aeronautical applications and the internal aerodynamics of industrial ducting and flues. Heat transfer studies are related mainly to heat recovery systems, particularly those involving heat transport at small temperature differences from low-grade sources by various forms of heat pipes. Other activity is concerned with the use of high-pressure water jets for industrial cutting purposes.

NRC-900
Engineering Gas Dynamics and Plasma Dynamics

Description: Correspondence, reports, etc. related to the Laboratory's internal research and co-operative programs with industry in the project areas of combustion, turbines, fans and compressors, internal aerodynamics, high pressure water jet technology, heat transfer, test facilities, experimental and theoretical plasma dynamics, numerical methods in plasma dynamics, and the application of fluid and plasma dynamics to industrial processes. *Topics:* Policy; general correspondence; general inquiries; administration; radio isotopes; liaison with universities; reports and publications; high temperature by means of shock waves; flow losses in ducts and bends; air bearing applications; two-phase heat transfer; Gas Turbine Locomotive Project; fuels and oil-quality reports; high pressure ratio turbine stages; water jet cutting; VTOL propulsion tunnel - VTOL research; combustion research; flaw detection in hot steel billets; thermo spraying; pump test facilities; tests for outsiders; industrial R&D; loan and disposal of equipment to outsiders.

Hydraulics Laboratory

The Laboratory undertakes basic and applied research in the field of coastal and offshore engineering. Basic research studies are mainly in the field of simulation techniques of waves, tides and ice. Applied studies are carried out to determine forces on marine structures, stability of coastal structures and the development of ocean energy sources. Many projects are undertaken for Canadian industry.

NRC-910
Hydraulics

Description: Correspondence, memoranda, etc. on research studies pertaining to coastal and offshore engineering problems, including ocean energy. Raw data are kept in notebooks, or on graphs and magnetic tapes (i.e. model tests); analyzed data are recorded in laboratory reports or files. *Topics:* Policy; general correspondence; inquiries; administration; computer-related correspondence; Computer Data Acquisition System (GEDAP); development of porous breakwater; pollution study - Ottawa River Hydraulic Laboratory; St.

Lawrence Waterway Project - heat and ice studies; Sept-Îles Numerical Model Study; studies of Rideau River at Mooney's Bay; wave climate studies; wave forces; ice; motion of floating structures; ocean energy; Technical Advisory Committee - Beaufort Sea Artificial Island; tests for outsiders; research and development.

Low Temperature Laboratory

This Laboratory conducts research in the low-temperature thermodynamic field on engineering problems associated with low temperature, ice and snow. A large proportion of the work is carried out with industrial involvement. Test work is conducted in cold chambers, icing wind tunnels and a helicopter spray rig for industry and for other countries.

NRC-920
Low Temperature Laboratory

Description: Information on research related to engineering problems resulting from low temperature, snow and ice, primarily in the transportation field; also on test projects carried out for, or in collaboration with, industry, other government departments, and foreign government agencies. *Topics:* Policy; general correspondence; inquiries; operation and organization; research on icing of fishing vessels; icing protection helicopters; general aircraft icing problems; icing protection of instruments and controls; investigation of absorption refrigeration systems; research on cold starting of engines, icing detectors, railway and track switch protection, cold weather problems, snow removal methods and problems, thermal refrigeration cycles, adhesion and removal of ice substrates, heat pumps, and sea ice dynamics; tests for outsiders - in cold chamber, in high-speed icing wind tunnel, in low-speed icing wind tunnel, in helicopter spray rig; research and development.

Manufacturing Technology Centre

The Centre develops new manufacturing processes, provides advice on adaptation of and introduction of existing and new processes for Canadian manufacturing industry, designs and makes equipment for experimental scientific work in-house and for transfer of technology to industrial sector.

Manuals

- Manuals for operation and maintenance of machine tools and manufacturing facilities

EDP System

- Numerically controlled machine tools are operated by EDP tapes (part programming)

NRC-930
Designing and Manufacturing Technology

Description: Correspondence, reports, memoranda, etc. relating to information on the design of scientific and laboratory equipment, manufacturing methods and statistical information on machinery capabilities. *Topics:* Policy; general correspondence; enquiries; organization and administration; electrochemical machining; work orders; railway investigation - warning lights, Roller Test Rig, machine work for outsiders; other design engineering; reinforced plastics technology; electron beam welding; laser beam welding; numerically controlled machine tools; electro-chemical machining; electrical discharge machining; steel heat treatment; and precision gear design and manufacture; research and development - general correspondence.

Railway Laboratory

The Laboratory's main areas of responsibility lie in the development of facilities, techniques, programs (computer models) and devices to aid in the understanding and prediction of the behavior of railway vehicles; the development of mechanical, optical, or electronic instruments to measure variables or manipulate matter - particularly in the railway environment (formerly including mechanical aids to surgery and to the handicapped); the provision of facilities, expertise and service in connection with the calibration of pressure sensing instruments; and the study and quantification of strength, safety, stability, dynamic response, longevity, vibration attenuation, lading restraint, and the passenger comfort of rail vehicles in relation to comparative or absolute standards in laboratory and field experiments, for a fee.

Manuals

- A.A.R. Recommended Procedures
- R.T.C. Directives
- Standard atmosphere tables

NRC-940
Railway Laboratory Research, Development, Tests and Calibration

Description: Correspondence, memoranda, reports, test work statements on the main areas of responsibility of the Laboratory. *Topics:* Policy; general correspondence; inquiries; organization and administration; Committee on Train Dynamics and Lading Damage; development of tools to facilitate vascular orthopedic and plastic surgery; orthotic and prosthetic devices; development of aids to handicapped; gravity wave instrumentation; environment recording systems; pressure gauge calibrations; altimeters and airspeed; track simulator drive; rail car studies; railway computer modelling; VIA RDC Modernization Program; centre sill cracking in rotary dump iron ore cars; testing of subway cars.

Western Laboratory (Vancouver)

The Laboratory specializes in three areas of mechanical engineering research which are of industrial or social importance: Tribology (friction wear and lubrication) - the major emphasis of this work is on the friction and wear of non-metallic materials and the wear of rails and wheels;development of low-cost computerized design and manufacturing programming systems; and research and development into small-scale, low-cost socially and culturally appropriate mechanical technologies.

EDP Systems

- Laboratory rail and wheel wear data
- Software developed in laboratory for programming numerically controlled machine tools

NRC-950
Tribology, Computerized Design and Manufacturing, and Mechanical Technologies

Description: Correspondence, memoranda, reports, etc. relating to research and development on the wear of materials (mainly in machinery), rails, wheels and bearings; computerized manufacturing; and small-scale agricultural and logging equipment. *Topics:* General administration - policy; correspondence; inquiries; administration and operations; visits; lectures; papers and talks; manuscript review by staff; articles for publication; seminars; workshops; inventions; photographs and publicity; research files - tribology; materials; instrumentation; numerically controlled machines; manufacturing processes; mechanics and machine design; appropriate technology; research and development for outsiders.

National Aeronautical Establishment

Director's Office

The Establishment is responsible for research and development on military and civil aviation, with particular reference to the support of the aviation industry and associated industries. The Director's Office is responsible for the administration of the Establishment, and the management of the scientific programs of work within it. The Office is also responsible for all external relationships, both national and international, that are within its mandate.

Classes of Records

NRC-960
Management

Description: The files contain material related to the orderly management of all programs and projects in the Establishment, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to NAE involvement in organizations devoted to the aeronautical sciences. *Topics:* Administration (general correspondence, national and international agreements and contracts, publications, technical inquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, AGARD, CAARC, publicity, and inventions); research; tests and work done for outsiders.

Flight Research Laboratory

The Laboratory is responsible for the flight research program of the NAE. This includes research on flying qualities and control, operational problems, atmospheric phenomena, aeromagnetics, aerial applications, Short Take-Off and Landing (STOL) technology, accident investigations, aerial reforestation and studies for the Canadian Armed Forces. The Laboratory acts as a research service to industry and to other government departments. In support of its research program, it operates a small fleet of research aircraft.

Manual

- File Classification Index

NRC-970
Flight Research

Description: Design, operations and maintenance material on the aircraft in use; project files containing transactions on the individual research projects; material on international co-operative research arrangements; and records of projects involving other government departments and industry. *Topics:* Aircraft (by type); policy; general correspondence; military reconnaissance aircraft antisubmarine (MAD); development in airborne supply dropping; crash position indicator; computing facilities; advice and assistance on aircraft use in agriculture and forestry; forest fire control; air cushion vehicles; atmospheric turbulence; jet transport operating problems; airborne infrared techniques for resource survey; hail suppression techniques; airport fog dispersal; aerial spray systems and techniques; field experiments on drift; automobile crash detector, air data recorder playback; Vertical Take-Off and Landing (VTOL) and STOL Projects; National Defence Convair 580 Project.

High Speed Aerodynamics Laboratory

The Laboratory is charged with the responsibility for the maintenance, development and use of the 5-foot supersonic wind tunnel on behalf of the Canadian aviation industry and National Defence. The internal research work is concerned with computational fluid dynamics, low-speed, high-lift wing systems, wings and bodies in transonic flow, flutter analysis and stores clearance. Work for external agencies consists of specific design development.

EDP System

- Aerodynamic data tapes given to clients under a contractual commitment are proprietary

NRC-980
High Speed Aerodynamics

Description: Files on internal research projects and incoming contracts which contain documentary material, both technical and contractual, that govern the work done under them. *Topics:* Policy, general correspondence; travel; conferences; equipment; Canadian sounding rockets; flow field survey about cones at supersonic speeds; five-foot wind tunnel; separation of the three dimensional laminar boundary layer on a flat plate; two-dimensional augmentor wing study in a five-foot wind tunnel; flutter analysis and stores clearance; wings and bodies in transonic flow; computational fluid dynamics; three-dimensional interaction; wind tunnel techniques.

Low Speed Aerodynamics Laboratory

This Laboratory is responsible for low-speed fluid dynamics research and development pertaining to aircraft design and development, wind power generation, ground vehicle aerodynamics, wind effects on civil structures, urban wind climate, fluid control and measurement devices, wind tunnel development, and contract research for the aircraft industry and National Defence in the field of aerodynamics.

NRC-990
Low Speed Aerodynamics

Description: Information on contracts and agreements with external agencies, military and civil; individual projects; management matters, meetings and conferences. *Topics:* Policy; general correspondence; internal research projects; non-aeronautical aerodynamics; fluidic devices; wind power generator; energy research and development; vehicle aerodynamics.

Public Safety Project Office

This Office acts as the NRC management centre for research projects concerned with public safety, with particular reference to the needs of the Canadian Association of Chiefs of Police and the Solicitor-General of Canada. Its activities are concerned with crime countermeasures, public and police personal safety, equipment improvements and the detection of explosive ordnance devices.

NRC-1000
Public Safety Project Office

Description: Information on internal and external transactions concerning planning and projects, national and international crime countermeasures, individual projects, meetings, publications, contracts and policy. *Topics:* Administration; correspondence with outside organizations; operations; projects; committee study groups; crime countermeasures; fingerprinting; chemical agents; protective equipment; vapor detectors; image enhancement; patrol-car allocation; aviation security; missiles; emergency lighting; and radio-spectrum allocation.

Structures and Materials Laboratory

The Laboratory is responsible (having particular regard to the needs of the aviation industry and defence) for research and development work on the static and dynamic performance of structures and materials. Other subjects of on-going research include single-camera real-time photogrammetry, biomedical materials, aircraft flight load statistics, non-metallic composite materials, accident investigation, computational stress analysis, aeroacoustics, and a load and acceleration calibration service.

NRC-1010
Structures and Materials

Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. *Topics:* Policy; general correspondence; G-meters; structural fatigue; road accidents study group; composite materials; acoustic excitation of structures; orthopedic implants and biomedical materials; Ottawa-Carleton computer traffic control system; metallic materials; structural analysis; real-time photogrammetry; calibrations; impact strength of structures; crack progagation; and theory of structures.

Teleoperator Project Office

The Office was set up to manage the DDT and E program on the CANADARM. The function of the Office is to control all the activities of the prime contractor, SPAR Aerospace, in relation to the program; and to manage all interaction with The National Aeronautical Space Administration (NASA) and participating Canadian government agencies, all inter-divisional involvements with NRC, and the post-delivery support commitment.

Manuals

- Reference Manuals - NASA

NRC-1020
Teleoperator Project

Description: Information on the management of the project - international and national agreements, the control of prime contractor costing and finance, all technical research and development within the program, interfacing with the Space Shuttle and its sub-systems, NASA procurements offsets, and post delivery support. *Topics:* Policy and agreements; finance; shuttle operational flights; product assurance; materials; failure analysis; configuration management; Simfac; Remote Manuipulator System; mechanical and electrical sub-systems; ground support equipment; CCTV and Lighting; schedules; Joint-Review Board; verification and tests.

Unsteady Aerodynamics Laboratory

The Laboratory has responsibility for research on the dynamic stability of aircraft and missiles, the development of new wind tunnel dynamic test equipment and techniques, and for research on wings and bodies at hypersonic speeds. It also has ongoing projects concerned with trace vapor detection in particular reference to explosive devices and aviation security.

NRC-1030
Unsteady Aerodynamics

Description: Information on research conducted by the laboratory; includes documentary material on contract and co-operative research with the United States. *Topics:* Dynamic wind tunnel tests; helium hypersonic wind tunnel; oscillatory characteristics of wings and bodies; detection of explosives; trace vapor detection; techniques for dynamic testing.

Physics Division

Director's Office

The Division comprises 10 sections and supporting services.

The Director's Office is responsible for the administration and operation of the Division. By directing and correlating activities in the areas of policy, planning, program forecasting, estimates, calibration, contracts, etc., it contributes to the main functions of the Division, which are to provide services and support in the physical sciences to aid Canadian industrial development, to conduct research in selected areas of physics applicable to long-term Canadian problems, to conduct research directed towards the improvement of social conditions for Canadians, to provide national facilities to the Canadian scientific community and to perform basic and applied research both to support these roles and in the pursuit of knowledge.

Classes of Records

NRC-1040
Administration

Description: Correspondence, memoranda, reports, statistics, etc., on the administration and operation of the Division. *Topics:* Inquiries; visits to the Division; visits and invitations to outside organizations; lectures, talks and papers presented by staff; review of manuscripts and theses; seminars and colloquia; stores committee; lab orders; Newton apple tree; inventions submitted to the Division; history project; patent and licensing activities; finance; equipment and supplies; work done for outsiders.

Acoustics Section

The Section conducts research on acoustics in areas related to health, the environment and industrial technology.

NRC-1050
Acoustics

Description: Information related to research on sound propagation and environmental studies; sound and vibration in relation to health; acoustical technology, devices, measurements and standards. *Topics:* Correspondence; couch noise; design and testing of ear defenders; design and calibration of circumaural earphones; noise survey in industrial plants; community noise (industrial, construction, transportation, domestic, outdoor sound propagation, noise legislation, committees on noise); exposure of man to noise; exposure of man to vibration, i.e., hand-arm vibration; microphone and sound level meter; sound reproduction; committee on hearing bioacoustics and biomechanics; seminar on noise and the community; technical planning and legislative control; advisory group on communicative disorders - U.S. National Institute of Health; specific projects - external and middle ear acoustics, earphone measurement techniques and hearing studies, hearing conservation techniques, effect of noise on sleeping persons, acoustical data processing, reduction of noise from small engines, and sound level measurement techniques.

Electrical and Time Standards

The Section carries on research in the fields of direct current standards; rf and microwave standards; electrical instruments; reactance standards; Josephson effect; cesium beam primary frequency standards; hydrogen maser frequency standards; secondary frequency standards and time scales; frequency calibration facilities; also responsible for time dissemination and CHU shortwave station.

NRC-1060
Electrical and Time Standards

Description: Information related to research on physical standards of measurement (direct current, low-frequency alternating current, high-frequency alternating current); development of instruments and techniques of measurement; the international basis of time; primary frequency and time standards, and time dissemination. *Topics:* Correspondence; statistics in measurements; international intercomparisons of rf standards; research on standard frequency (NRC-CNRS cooperative work); talking clock; portable or flying clocks; commercial atomic clocks; daylight saving time; history of timekeeping; standard time zones; provincial legislation time zones; time signals requests; Bureau International de L'Heure; transmitter; antenna; licences; digital time and telephone dissemination; USA standard time and Daylight Saving Time (DST); satellite time dissemination; interference on infringement reports; Daylight Saving Time - Act and Regulations.

Heat and Thermometry

This Section maintains, improves and disseminates Canadian temperature standards. It also supports industrial thermometry through consultation and occasional development of instruments for measuring temperature or temperature-related quantities; develops instruments for physical and biological measurements in the ocean and transfers the resulting technology to Canadian industry; operates a divisional computer service; and carries on research into computer systems.

NRC-1070
Heat and Thermometry

Description: Information on thermometry and temperature standards, and oceanographic measurements and instrumentation. *Topics:* Correspondence; oceanography; photometry; heat and solid state thermometry; resistance thermometry; thermocouple thermometry; optical thermometry; thermometric fixed points; properties of thermometric materials; and temperature scales; CODATA task group on fundamental constants; International Committee on Thermometry.

High Energy Physics

This Section conducts research on high energy physics.

NRC-1080
High Energy Physics

Description: Information on interaction of heavy nuclei in emulsions; meson and baryon spectroscopy; rare decays of nuons and pions; and instrumentation for particle physics.

Laser and Plasma Physics

The Section works on high power laser development; excimer laser studies; generation and detection of ultrashort laser pulses; high power CO_2 laser-plasma interactions; laser-produced plasma diagnostics; visible, near infra-red and X-ray streak camera development; and numerical studies of laser-plasma interactions.

NRC-1090
Laser and Plasma Physics

Description: Information on high-power pulsed CO_2 laser-plasma interaction studies; radiative interaction experiments; high-power laser development; and laser photochemistry.

Mechanical and Optical Physics

This Section conducts research into primary length standards; primary mass standards; length and mass secondary standards and derived measurement; laser frequency stabilization and measurement; and non-linear optical mixing.

NRC-1100
Mechanical and Optical Physics

Description: Information on length and mass standards and calibration; laser frequency standards and optical coatings and filters. *Topics:* Policy; correspondence; thin film coatings; optical thin films; ABC unification of engineering standards; measurement seminars; and hardness measurements.

Optics

The Section carries out research into photometric standards; colorimetric standards; performance characteristics of photoelectric receivers; spectrophotometry; spectroradiometry; absolute radiometry; reflectance standards; measurement of gloss; measurement of opacity; colour difference evaluations; colour vision; performance of optical systems; properties of optical materials and components; properties of photographic materials; design of optical systems; and solar simulation.

NRC-1110
Optics

Description: Information on light and colour, optical instruments, and solar energy. *Topics:* Correspondence; colorimetry; photometry; calibration of aerial survey cameras; survey of tests on camera mounts; liquid crystals; working group on optical properties of paper; National Bureau of Standards collaborative reference programs; seminar on colorimetry and photometry; Journal of Colour Research and Applications; Reflectance Spectroscopy Committee.

Photogrammetric Research

This Section carries out research on analytical on-line photogrammetry; satellite photogrammetry; electronic photogrammetric control systems, automation; geodetic problems related to photogrammetry; computational programs; orthophoto and stereo-orthophototechniques; basic geometry of aerial photographs; non-cartographic photogrammetry.

NRC-1120
Photogrammetric Research

Description: Information on photogrammetric methods and techniques, aerial and space photogrammetry; engineering and medical photogrammetry; automation in photogrammetry and development of instruments. *Topics:* Correspondence; orthophoto system, photogrammetry, analytical methods in photogrammetry, ultrasonic techniques for medicine; development of an analytical stereo-plotter (The Stereorestitutor); close-range applications of photogrammetry; symposium on modern technology for Cadastre.

Solid State Science

The Section performs basic research in condensed matter physics.

NRC-1130
Solid State Science

Description: Information on basic research in condensed matter physics. *Topics:* Correspondence; dielectric research; surface science; calorimetry; electronic structure of metals, alloys and intermetallic compounds; pressure effects on Fermi surfaces; transport properties of solid and liquid metals; electron-ion interactions in metals; many-body effects in one or two-component plasmas; theory of co-operative phases in solids; ion and electron spectroscopy; mechanical properties of metals and alloys; mechanism of laser damage in solids; interactions of impurities and defects in insulating crystals; and Raman spectroscopy of solids.

X-Rays and Nuclear Radiations

This Section conducts research into radioactivity; X- and gamma-ray exposure standards; absorbed dose calorimetry; radiation transport; chemical dosimetry; photoneutron measurements by time-of-flight; radiation physics; Bremsstrahlung spectral measurements; radiation chemistry; pulse radiolysis; chemical analysis by photon activation; neutron flux and dosimetry; nuclear spectroscopy; atomic effects; stopping power, photoelectric effect.

NRC-1140
X-Rays and Nuclear Radiations

Description: Information on radiation dosimetry; radioactivity; electron linear accelerator; positive ion accelerator. *Topics:* Correspondence, linear accelerator group; radiation chemistry: pulse radiolysis; neutron measurements; radium certificates issued by XNR; radionuclide calibrations; neutron flux intercomparisons; accelerator projects; radium standards and substitutes; radioisotopes licences; research hazards and protective measures in transportation of radioactive materials; nuclear structure; neutron flux and dosimetry; Canadian Synchrotron Radiation Facility; dosimetry group; Advisory Committee on Ionizing Radiation Standards; Committee on Radiation Calibration Services in Canada, and Committee on Correction Factors; and the Tri-University Meson Facility (TRIUMF).

Prairie Regional Laboratory - Central Services

The Laboratory conducts research in plant and microbial biochemistry, organic chemistry and the production and utilization of crop plants. It is made up of four Sections along with its Central Services - the Director's Office, Library, Research Illustration Group, Plant Engineering Services, Purchasing and Materials Group, NMR Facility and Mass Spectroscopy Facility. These are operated to assist the research programs of the Laboratory and provide scientific assistance to other agencies, business and the public.

The Director's Office is responsible for the operation of the Division, including aspects of planning, policy, budget, contracts and personnel.

Classes of Records

NRC-1150
Central Services

Description: Information on on-going services to research inside and outside PRL. Records of the Director's Office, the Library, the Research Illustration group, the chemical analysis groups, plant engineering services and purchasing are included. *Topics:* Correspondence; personnel and budget documents; progress reports and records of research; published research papers; library books and journals; records of operation of magnetic resonance and mass spectroscopy; records of building facilities and equipment; purchasing orders.

Biotechnology

This Section develops new crop treatment and fermentation processes from laboratory scale up to industrially applicable scale. Special interests are the use of continuous methods for growing micro-organisms, production of protein and starch from legume seeds, oxygen supply in fermentations, production of pharmaceuticals from plant cells, assistance through contracts to process developers outside the Government in all parts of Canada, and others.

NRC-1160
Biotechnology

Description: Information related to research on fermentation processes for yeasts, bacteria and plant cells; the processing of cereal and legume crops. *Topics:* Correspondence; fermentation; alkaloids; phased culture; protein and starch; utilization of crops; milling processes.

Microbial Cells

This Section studies the biology and biochemistry of micro-organisms. Special interests are the growth and propagation of organisms, their uses in fermentations and in degradation of natural organic materials, their metabolism and classification, etc.

NRC-1170
Microbial Cells

Description: Information on the structure and biochemical function of lower organisms such as bacteria, fungi and yeasts; the degradation of wood by fungi; the attack of some chemicals by bacteria; the detection and identification of micro-organisms; the conversion of atmospheric nitrogen to nutrient by plant-bacterial systems. *Topics:* Correspondence; contract documents; lignin and wood studies; nitrogen fixation; microbial biochemistry; blue-green algae and their metabolites; culture collection documents.

Organic Chemistry

This Section conducts research on the chemistry of naturally occurring materials from plants and foodstuffs. Special interests are the analysis and synthesis of fats, amino acids, proteins and carbohydrates; the synthetic production and use of attractants for insect pests; and others.

NRC-1180
Organic Chemistry

Description: Information on the chemistry of naturally-occurring substances, mostly of plant origin; the synthesis and analysis of fatty acid relatives, of carbohydrates, and of proteins and amino acids; the development of sex attractants for insect pests, the use of leaf oils as species identifiers in conifers. *Topics:* Correspondence; analytical charts and documents; synthetic methods; analytical methods; labelled molecules; insect sex pheromones; chemical taxonomy; chromatographic methods; spectroscopy.

Plant Cells

This Section studies the biology and biochemistry of plant cells. Special interests include the study of plant tissue cultures, the production and propagation of new plants, improvement of plant species and control of plant diseases, and plant cell metabolism.

NRC-1190
Plant Cells

Description: Information on cell processes in higher plants. *Topics:* Correspondence; production and manipulation of cell cultures; freeze-drying of plant tissues; regeneration of whole plants; fusion of cells, hybridization; metabolish of cell cultures; genetic modification of cells; RNA vectors; and others.

Biomedical Engineering Research Program

The Program co-ordinates and manages biomedical engineering at NRC and establishes long-term priorities and goals. It ensures that the Program supports the objectives of the Council, particularly as they apply to the social and industrial aspects. The Program consists of two laboratory sections entirely dedicated to biomedical engineering, and covers areas which include aids to the handicapped, medical devices and the effects of non-ionizing radiation.

Classes of Records

NRC-1200
Biomedical Engineering

Description: Memoranda and correspondence dealing with the various aspects of the Biomedical Engineering Research Program. *Topics:* Correspondence; projects; CRCD/TASH policy (Canadian Rehabilitation Council for the Disabled/Technical Aids and Systems for the Handicapped); seminars.

Canada Centre for Space Science

Director's Office

The Director's Office is responsible for the direction and administration of the Canada Centre for Space Science (CCSS). By directing and correlating activities in the areas of policy, planning, program forecasting, estimates, etc., it contributes to the main function of the CCSS which is to plan, co-ordinate and support space science in Canada.

Classes of Records

NRC-1210
Administration

Description: Correspondence, memoranda and reports related to project planning, program forecasts, international co-operation and the overall operation of Canada Centre for Space Science. *Topics:* Committees - advisory group on priorities, consultative committee on auroral observatory, joint range policy, scientific planning group and teams; co-operation and liaison - countries (France, India, U.K., U.S.), international organizations (Cospar, NASA, UN), industries, universities; licences and permits; organization and planning; reports and publicity.

Instrumentation Group

The Group manages the development of instruments required by university or government scientists for selected space science programs. The development of both space-borne and ground-based instruments is carried out through contracting with Canadian industry.

NRC-1220
Instrument Development

Description: Information on the development of space science instruments: correspondence, memoranda, contracts, studies, planning reports, etc., related to administration, finance, equipment and supplies, and co-operation with other agencies. *Topics:* CANOPUS; Distributed Analysis Network; Energetic Ion Mass Spectrometer; Viking UV Imager; waves in space Plasma/High Frequency; Wide-Angle Michelson Doppler Imaging Interferometer.

Scientific Planning and Evaluation Group

This Group is responsible for the evaluation and planning of the space science program in Canada. The program comprises experiments conducted using instruments flown on rockets, balloons and satellites and the space transportation system supported by a ground-based instrument and data network. Experiments are selected on the basis of scientific integrity and cost-effectiveness of benefits to Canada.

NRC-1230
Scientific Planning and Evaluation

Description: Information pertaining to programs supported by CCSS funds, evaluation reports, records of planning and other meetings: general correspondence, minutes and proceedings, memberships, long-term planning and direction and international interactions. *Topics:* Canada Sounding Rocket Planning Group (CSRPG); plans for space science in Canada; satellite projects; Space Science Evaluation and Planning Group (SSEPG). *Retrievability:* Files arranged by subject, type of program, government department, university, company and country.

Facilities Branch

The Branch is a national facility that provides services primarily related to scientific rockets, balloons and satellites to industry, government and universities which assist basic and exploratory research in the natural sciences and support industrial innovation and development. The Branch is advertised as a National Facility to the Canadian and international space science communities and there are formal mechanisms that permit access to Branch services.

Manuals

- Standing Instructions for the Operation and Maintenance of NRC Space Research Facilities
- Space Research Facilities Handbook
- Range Safety Regulations

Engineering Section

The Section is responsible for providing the space science community with sounding rocket payloads, other space platforms and support systems. Most of the services are supplied by contracting the work to the private sector for manufacturing and manpower resources.

Manuals

- Manufacturers' literature in the form of Engineering reports and Technical memoranda
- Range Users' Handbook

Classes of Records

NRC-1240
Engineering Administration

Description: Correspondence, memoranda, technical reports, intergovernmental and interagency agreements, technical enquiries, operational plans and committee minutes on the operation and maintenance of space research facilities and the provision of engineering support for scientific rockets and balloons. *Topics:* Operations; balloon programs; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

NRC-1250
Operational, Engineering and Projects

Description: Information on the items required to provide support to the space science community; it consists of general correspondence, minutes of meetings, technical definitions, equipment performance reports (technical), engineering studies and data processing on topics such as rocket projects and telemetry.

Operations

The Section is responsible for the establishment, operation and maintenance of space research facilities in Canada. This includes major physical installations, capital equipment and expendable supplies for research into space and atmospheric phenomena.

Manuals

- Space Research Facilities Handbook - defines available facilities and equipment and outlines procedures on the use of these facilities
- Operational Safety Regulations - rules and regulations for the safe conduct of space science operations
- Standard Practice Instructions - details work to be completed

NRC-1260
Equipment and Facilities

Description: Information on the planning, equipping, manning and use of space science research facilities in Canada. *Topics:* Correspondence on administration and policy; technical inquiries and replies; contract documentation; intergovernmental agreements; hardware engineering and development; rocket, balloon and satellite programs; minutes of meetings, seminars; international meetings; operations; balloon programs - large, small balloons; data processing; eclipses; operation in other locations; range safety; satellites; support by other organizations; use of CCSS facilities.

Computation Centre

Chief's Office

The Computation Centre is a Branch within the National Research Council which provides data processing services in support of divisional and branch research and administrative activities on a full cost-recovery basis.

The Chief's Office is responsible for the administration and operation of the Branch through the formulation and direction of Centre policy, planning, forecasting, service rate structures and contracting.

Classes of Records

NRC-1270
Administration

Description: Information on the operation of the Centre. *Topics:* Computation Centre Administration requirements, equipment and committees, correspondence; inquiries; services and service agreements; program forecasts; travel; lectures and technical presentations; seminars; National Science Library System planning; computing needs; computer maintenance; equipment; future planning; and machine language translation.

Customer Service Section

The Section is responsible for the analysis and development of user requested application programs, user education and general assistance on the use of Centre facilities, and implementation of purchased software products.

Manuals

- Technical reference manuals from hardware manufacturers and suppliers' specifications on the command structure for the operating systems, compilers and assemblers

Systems Section

Section activities include the maintenance and implementation of operating systems and telecommunication software, monitoring of hardware performance and revision of software to obtain optimum hardware performance for the applications processed on the Centre's computer system.

Operations Section

The Section is responsible for the computer system operation, magnetic tape and disk library and data-entry services.

Computer Technology Research Program

The Program conducts R&D for the creation and application of new knowledge in computer technology. These research activities are carried out within the Divisions of Electrical Engineering and Mechanical Engineering. The Manager's office is responsible for directing and co-ordinating these activities with respect to policy, priorities, program planning, forecasting and implementation. Current priorities emphasize the development of advanced technology for improving productivity in the manufacturing industry.

EDP Information

Most of the activity within this research program involves the creation and manipulation of information within a computer. The primary form of this data is the computer programs themselves which are being developed as the subject of the research activity. Any data files associated with these programs are of no interest and have no meaningful interpretation outside the scope of the research activity itself.

NRC-1280
Computer Technology Research

Description: Information on the general operation and functioning of the research program (i.e. program planning and implementation, and its interface with other organizational units); specific research topics conducted under the program; and liaison and discussion with industry on the transfer of research advances from the laboratory. *Topics:* Policy, correspondence, interaction with NRC Industrial Development Office; research projects (industrial robotics, computer-aided design and manufacture (CAD/CAM); co-operation and liaison with industry.

Energy R & D Program Branch

Manager's Office

The Branch is responsible for the co-ordination of NRC's energy work, and for managing program offices in solar, biomass, and fusion energy.

The Manager's Office is responsible for the administration and planning of the Branch, and for the co-ordination and liaison with other federal departments with respect to energy programs. The Branch budget is directed primarily to programs contracted to industry.

Classes of Records

NRC-1290
Administration

Description: General documentation on energy R&D within NRC, including planning documents, interdepartmental collaboration, public information, visits, seminars, etc. *Topics:* Correspondence; policy; inquiries; visits; lectures; reviews; articles for publication; seminars; inventions; meetings; exhibits; reports; committees; research - in-house energy conservation program.

Biomass Energy Program

The Program is responsible for co-ordination of the federal R&D program on bioenergy, including programs in other departments, as well as in-house and contracted work. Major activities relate to the harvesting and collection of biomass, conversion techniques, synthetic liquids fuels, etc.

NRC-1300
Biomass Energy

Description: Correspondence, memoranda and reports on biomass energy research - agricultural sources, forest sources, harvesting technology, conversion technology, alternative liquid fuels. *Topics:* Inquiries, contractor workshops, ethanol, methanol, peat; contracts; contractors' reports; co-operation and liaison with industry.

Fusion Program

The Program co-ordinates Canadian R&D directed at harnessing thermonuclear fusion energy. The Program includes work performed in-house, work contracted out to utilities, industry, and universities, activities of other federal organizations, joint federal-provincial projects and collaborative R&D with foreign fusion programs.

NRC-1310
Fusion Energy

Description: Working papers, correspondence, inquiries, etc., related to all aspects of fusion energy R&D, especially to magnetic confinement technology of tokamak, fusion fuels (tritium) technology, and inertial confinement technology with lasers. *Topics:* Correspondence, reports, presentations, conferences, committees, interdepartmental liaison; fusion programme IV.3; KMS Fusion Inc.; contractors' reports; laser fusion facility studies.

Solar Energy Program

The Program is responsible for management of NRC's solar R&D, including active solar heating systems for space and water, passive and hybrid heating systems, photovoltaic systems (direct to electricity conversion), industrial applications, etc. The prime mechanism is contracted work to the Canadian solar industry.

NRC-1320
Solar Energy

Description: Correspondence, memoranda, reports, and contracts related to research on solar systems - thermal, photovoltaic, agricultural, etc. - and to specific solar components. Significant information is recorded in the form of contractor reports. *Topics:* Administration; federal-provincial agreements; fundamental studies; resource assessment; advanced scientific projects; industrial technology and product development; systems trials and demonstrations; agricultural applications; analysis and design methods; monitoring; tests and standards; information and liaison; Solar Purchase Program: heat pumps.

Wind Energy Program

The Program is responsible for the federal R&D on wind energy, including support programs in other departments, as well as major in-house and contracted work. Major activities relate to assessment of wind energy resource, development of wind energy components and systems, field trials of wind energy systems and development of megawatt-scale turbines (AEOLUS).

NRC-1330
Wind Energy

Description: Working papers, correspondence, enquiries, contractor reports, etc., on all aspects of wind energy R&D, especially resource assessment, field trials and prototype development. *Topics:* Correspondence, reports and presentations, conferences, economics and wind energy, committees, interdepartmental liaison, unsolicited proposals and inventions; wind energy resource assessment; wind energy research (performance analyses, structural analyses, Atlantic Wind Test Site; environmental interaction, materials, standards); wind energy field trials; Megawatt Prototype (AEOLUS).

Vice-President (Industry)

The Vice-President (Industry) has responsibility for NRC's Industrial Research Assistance Program, the Technical Information Service with offices across Canada, and the Program for Industry/Laboratory

Projects (PILP) which includes projects in other government laboratories. Other principal functions in this area involve NRC's relations with industry in Canada, and an office for Industry Policy and Evaluation.

Classes of Records

NRC-1340
Industrial Development

Description: Information on program policy, cost-benefit reviews, industrial surveys, project proposals, program promotion, committee minutes, policy proposals and evaluations and program planning. *Topics:* Finance; projects; industry; provincial research councils; committees.

Industrial Research Assistance Program (IRAP)

Initiated in 1962, IRAP is the oldest continuous government program providing stimulus for industrial development and technological innovation. Through the system for IRAP contributions, NRC provides financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles and rights to the results of the jointly funded research. During the 1980-81 fiscal year, the program supported 447 projects in 354 companies with a budget of $20.9 million. The IRAP Secretariat also administers the Mini-IRAP program, and until their termination in March 1980, it administered the Scientific and Technical Employment Program (STEP), and the Scientific and Technical Employment Program Extension (STEPEX).

Manuals

- IRAP brochure describing the program and its 'Conditions of Support'
- Mini-IRAP brochure

Classes of Records

NRC-1350
Industrial Research Assistance Program (IRAP)

Description: Minutes of meetings, agendas, membership of CIRA committee, terms of reference for committee, policy and practices of committee, research proposals, research projects, company annual reports, Project Manager visit reports, Liaison Officer reports, financial disbursements and general administrative documentation. *Topics:* Administration; finance; projects for IRAP Grants; invoices for IRAP projects; professional and trade associations; committees; industrial research institutes; provincial research councils; Mini-IRAP Program; Scientific and Technical Employment Program (STEP); Scientific and Technical Employment Program Extension (STEPEX); New Technology Employment Program (NTEP); Technical Co-operation Program.

Industry Policy Analysis

This Office carries out industry policy analysis and analysis of industry programs in anticipation of and in response to management requirements.

NRC-1360
Industry Policy Analysis

Description: Information on the administration and operations of the office, visits to and from outside organizations, lectures and talks, seminars given by industry, enquiries, program analyses, policy papers, long-range plans and long-range plan themes, correspondence and working papers regarding new proposals and study projects.

Program for Industry Laboratory Projects (PILP)

The objective of the Program is to bring about the application and use of scientific and engineering knowledge in situations in which significant economic and social benefits to Canada can be foreseen. It is a co-operative program between Canadian industry and the federal government which offers financial contributions and assistance in the identification, development and marketing of technologies to which government scientific or engineering staff can make significant contributions. In addition, the Unsolicited Proposal Program is administered by PILP on behalf of Supply and Services Canada. It provides for contracting out of projects of interest to NRC divisions.

Manuals

- NRC Financial Management Manual
- Computer Use Manual (in preparation)

EDP System

- Computer storage of historical and current data

NRC-1370
Program for Industry/Laboratory Projects (PILP)

Description: Working papers, proposals, contract information, reports on visits, forecasts and estimates, budget information, Procurement Review Committee applications and conclusions, licences, correspondence and divisional review forms on Unsolicited Proposals and information on PILP projects and various fields of technology. *Topics:* Policy, general correspondence, administration and operation of program, inquiries, visits, lectures, licensing policy; finance; committees; and company information; fields of technology; projects; Employment and Immigration Canada; co-operative projects with industry; unsolicited proposals.

Technical Information Service

Central Advisory Service

The Technical Information Service (TIS) provides scientific and technical information, advice and assistance to the Canadian manufacturing industry with the aim of helping to solve technical problems, improve production operations, increase productivity, identify opportunities resulting from technological developments and promote the utilization of research results in industry. TIS engineers are located across the country and provide direct in-plant, person-to-person contact with the firms, which is an essential element of successful technology transfer, particularly where smaller companies are involved. The Central Advisory Service provides direct support to field staff by providing specialized knowledge and skills, facilitating access to NRC, federal and other resources and undertaking various field assignments.

EDP System

- Enquiry Index - an annual index prepared from a computerized listing of titles of inquiries answered by this unit

NRC-1380
Central Advisory Service

Description: Replies to inquiries from the manufacturing industry in the areas of chemistry, physics, engineering, electronics, metallurgy, elastomers (plastics and rubbers), the food sciences and environmental sciences; and on industrial engineering topics such as plant layout, productivity, materials handling, quality control, low-cost automation, production and inventory control and similar topics associated with manufacturing technology.

Field Advisory Service

The Service provides scientific and technical information, advice and assistance to the Canadian manufacturing industry with a view to helping to solve technical problems, improve production operations, increase productivity, develop new processes, products or markets, reduce costs and increase profits and thereby contribute to the economic and social development of the country. The TIS engineers and scientists located across the country provide direct, in-plant, person-to-person contact with the firms - this is an essential element of successful technology transfer, particularly for the small firms that have no engineering staff or other technical resources. (For TIS field office locations, see Introduction).

Manual

- Diagnostique - A Procedure for Analyzing the Needs of the Small Manufacturing Enterprise

Classes of Records

NRC-1390
Field Advisory Service

Description: Information on the assistance and advice provided to industrial clients in the areas of chemistry, physics, biology, mechanical-chemical-electrical-electronic engineering, plastics, rubbers, environmental matters, metallugy, food technology and various industrial engineering topics such as plant layout, product quality, production and cost-control, value analysis, and other matters associated with production operations.

Technology Awareness Service

This unit assists industry by keeping it abreast of technological developments pertinent to their individual interests. By reading worldwide technical documentation and selecting articles of potential importance to industry, experienced engineers transpose the titles of selected articles to a computer, on a monthly basis, where they are matched against the 'interest profile' provided by the individual firm. Subsequently the companies receive a listing of the titles of articles corresponding to their declared areas of interest. Copies of the original articles are provided upon request.

EDP Systems

- Titles of articles selected
- 'Interest Profiles' registered by client firms
- Mailing lists of clients

NRC-1400
Technology Awareness

Description: Information on clients registered in the TIS Technological Awareness Program (including company name, address, interest profile, etc.), the services available to clients and general administrative matters. *Topics:* Company files by province; TIS policies, procedures, reports and surveys; budget - costs and expenses; cost recovery; client profiles; conferences. *Storage Medium:* Awareness information and the annual indices also retained on microfiche.

Vice-President (External Relations)

The Vice-President (External Relations) has responsibility for international relations, university relations and related operations. He is also responsible for the Scientific and Technical Information Program including CISTI and the Canadian Journals of Research.

Classes of Records

NRC-1410
External and International Relations

Description: Information on visits to and from outside organizations, both within Canada and abroad; passport procurements for NRC staff; responses to requests for financial assistance; correspondence regarding international scientific exchanges on science and technology for less-developed countries and with scientific counsellors at London and Washington. *Topics:* Administration; finance; committees; London Liaison Office; International Scientific Exchange; countries.

Canada Institute for Scientific and Technical Information (CISTI)

Director's Office

The Institute is Canada's national centre for scientific and technical information, consisting of a central facility and eleven branches which serve the laboratory divisions of the National Research Council. The Director's Office is responsible for the administration and operation of the Institute in fulfilling its mandate to provide the people and government of Canada with scientific and technical information services.

Classes of Records

NRC-1420
Administration

Description: Correspondence and documents on the operation of the Institute such as project planning and reports; program forecasts, agreements, finance, etc. *Topics:* Administration (policy, general correspondence, inquiries, administration and operation, lectures and talks, seminars and colloquia, reference privileges, training program, inter-library delivery systems); STI operations; translation services; equipment and supplies.

Acquisitions Section

This Section is responsible for acquiring by purchase and exchange all significant published material in the field of scientific and technical information from world-wide sources. This includes books, periodicals and conference proceedings in many languages and in different formats (e.g. printed or on films).

NRC-1430
Acquisitions

Description: Records contain information related to acquiring publications for the CISTI library collection by purchase orders or exchange agreements - correspondence, invoices, payment records, processing services, etc.

Branch Libraries

The eleven Branch Libraries provide scientific and technical information services to the various divisions of the National Research Council, supplementing the library resources and services of the main facility.

NRC-1440
Branch Libraries

Description: Information on the internal operations of the Branch Library service to the NRC and to services extended to external organizations. *Topics:* Libraries (by name) - Administration, Aeronautical, Chemistry, Physics, Electrical Engineering, Building Research, Sussex Drive, Industrial Materials Research Institute, Dominion Radio Astrophysical Observatory - at Victoria and Penticton, B.C. - and Energy Branch.

Cataloguing Section

This Section is responsible for processing newly received publications for the CISTI library by creating a computer-based descriptive record of each item. These records are then used by the public to identify and locate items of interest by means of a computer terminal. The records are also available on microfilm.

Manual

- Anglo-American Cataloguing Rules

NRC-1450
Cataloguing

Description: Information on library automation systems, library computer applications, cataloguing rules, procedures and standards. *Topics:* STI Operations - policy; general correspondence; Dortmunder Bibliotheksystem (DOBIS); Unicat/Telecat; University of Toronto Library Automation System (UTLAS).

Document Delivery Section

The Section lends books and photocopies of articles to clients in response to requests. It is also responsible for providing information on the availability of translations of scientific and technical articles from foreign languages and of publications which are difficult to obtain such as official publications of foreign government departments.

Manuals

- Interlibrary Loan Code
- Library Telecommunications Code

NRC-1460
Loans, Photocopies and Translations

Description: Correspondence and documents on the provision of loan and photocopy services outside the NRC and information on the availability of translations from foreign language. *Topics:* Information Services - policy, correspondence, loan of CISTI books to outsiders, photocopy service, microfiche copies of technical reports.

Health Sciences Resource Centre

The Centre is responsible for providing a library reference service on health-related topics and for co-ordinating Canada's use of the U.S. National Library of Medicine computerized information service for medicine (MEDLINE).

NRC-1470
Health Services Resource Centre

Description: General correspondence on the Centre's library services, resources and the publications which it produces. *Topics:* Policy; Health Science Serials on Order; Issue of Conference Proceedings in the Health Sciences; Advisory Committee to the Health Science Resource Centre; Survey Directory of Health Science Libraries in Canada.

Information Services

The Information Services function provides scientific and technical information to the public in response to specific requests, using both computerized and manual searches of the literature. The section also operates a national on-line search capability for scientific and technical literature, (On-Line Enquiry System - CAN/OLE), as well as a national computerized current-awareness service (Selective Dissemination of Information - CAN/SDI) which regularly informs clients of the latest publications on a specified subject.

Manuals

- CAN/OLE User's Manual
- CAN/SDI Profile Design Manual

NRC-1480
Information Services

Description: Correspondence with tape and database suppliers, and with clients on details of services available, payment procedures, etc.; also information on the marketing of CISTI services in Canada, the CAN/OLE, the CAN/SDI, and the Information Exchange Centre. *Topics:* Chemical Abstracts Services; Institute of Scientific Information; publications; CAN/SDI tape services; Pollution Information Centre; Information Exchange Centre; Reference and Research Department; Knowledge Sources Index; CAN/TAP Services; CAN/SRP services; CAN/ACT services; bibliographic databases.

Publications Section

This Section is responsible for the production of CISTI publications for use by libraries throughout Canada, such as the Union List of Scientific Serials. It also produces publicity material describing the services offered by CISTI.

NRC-1490
Publications

Description: Information on the preparation, production and ordering of CISTI publications.

Scientific Numeric Databases

These databases are computerized CISTI service which allows scientists to access and manipulate scientific numeric data.

NRC-1500
Scientific Numeric Databases

Description: Information on establishing and operating an on-line retrieval service of scientific numeric data. *Topics:* Infrared special data; crystallographic data; thermochemical data; and others.

Research Journals Publishing Office

NRC publishes primary journals of research in various disciplines as a service to the scientific and engineering communities in Canada. The journals contain original reports of research written by scientists in Canada and abroad.

The Publishing Office is responsible for copy processing, setting of specifications for typesetting and printing contracts, production management, quality control, marketing and financial administration for the journals.

Manuals

- Instruction manuals for copy editors

NRC-1510
Research Journals

Description: Information on the publication of Canadian research journals. *Topics:* Administration; space and accommodation; authority and policy on publications; general correspondence; advisory committees; typesetting, printing, engraving and distribution services; translation of abstracts; continuing agreements; abstracting of publications; Canadian journals of research committees; and manuscripts for publication in Canadian journals of research.

Vice-President (Personnel and Administrative Services)

The Vice-President (Personnel and Administrative Services) is responsible for the complete personnel function, including employment, collective bargaining and related personnel services. Others include all NRC central administrative services: the Public Information Branch; and the offices of Official Languages, Canadian Human Rights, Status of Women and Freedom of Information.

Contract Services Office

The Office is composed of four operating sections and supporting services. Its function is to undertake, on behalf of laboratories and program offices, the administration and reporting of NRC R&D contracted out to industry or universities.

Classes of Records

NRC-1520
Administration

Description: Correspondence, memoranda and contracts related to the general administration and operation of the Contracts Services Office, including inquiries made or answered. *Topics:* Status reports on contracted R&D, committee minutes, technical information and evaluations.

Public Information Branch

The Branch serves as a central source of general information about the National Research Council. By participating in exhibitions across Canada, arranging visits, open house events and generally responding to a wide range of enquiries, it endeavors to provide information to the public that will keep it up-to-date and aware of the Council's role, objectives, programs and achievements. It also acts in an advisory capacity and as a central resource in the implementation of information activities on specific NRC programs.

NRC-1530
Public Information

Description: Information on general public information programs at the NRC. *Topics:* General administration; responses to inquiries from the media and general public; tours and visits, conferences and seminars; NRC publications, displays and exhibits; films and audio-visual material; graphics; photography; NRC Open House.

NRC-1540
'General-Use' Series

Description: Information on the organization of international conferences; memberships, fees, minutes, annual reports regarding associations and societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the Canadian Human Rights Act, Status of Women, Freedom of Information. *Topics:* Associations - clubs - societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; Status of Women; Canadian Human Rights Act; Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements; access to government information.

Background

The position of Comptroller General of Canada was created by Bill C-10, an amendment to the Financial Administration Act on June 30, 1978. The Comptroller General reports to the President of the Treasury Board. The role of the Office of the Comptroller General (OCG) is to ensure the establishment of sound management practices in the federal government.

Officials of the OCG work with program managers and departmental specialists to establish policy and to give advice on management practices, particularly in areas such as financial administration, operational planning and control, internal audit, and program evaluation.

The Office of the Comptroller General has three Branches and a small Planning and Co-ordinating staff support unit.

Access Procedures

Please address any formal requests under the Access to Information Act to:

Access to Information Co-ordinator
Office of the Comptroller General
160 Elgin Street, 20th Floor, North East
Place Bell Canada
Ottawa, Ontario
K1A 1E4
Telephone: (613) 593-6480

Classes of Records

OCG-10
Comptroller General

Description: Information on committees which the Comptroller General chairs and those of which he is a member, such as the Treasury Board Secretariat Advisory Committee (TBSAC); Committee of Senior Officials (COSO) and Cabinet Committee on Government Operations; also historical records such as the Federal Business Development Bank Loan Applications.

OCG-20
Access to Information and Privacy

Description: Correspondence on the Access to Information and Privacy Acts.

OCG-30
Auditor General

Description: Information on the Office of the Auditor General and general correspondence between the Office of the Auditor General and the Office of the Comptroller General. *Topics:* Study of Procedures in Cost-Effectiveness (SPICE).

OCG-40
Improvement of Management Practices and Controls

Description: General information on the establishment of Improvement of Management Practices and Controls (IMPAC) project.

OCG-50
Parliamentary Matters

Description: General information on parliamentary matters. Topic: Minister's House Book.

Management Practices Branch

The Branch works with Deputy Ministers and departmental senior managers to ensure that departments develop, use and implement sound management practices tailored to their needs and an integrated approach to financial and non-financial planning and reporting to improve management practices and controls.

Co-operation between the Branch and the departments takes the form of an OCG survey to identify areas where improvements are needed, an action plan by each department to carry out the improvements, and the implementation of the plan, which is carried out by the department and monitored by the OCG.

Manuals

- Policy and Procedural Manual

Classes of Records

OCG-60
Management Practices

Description: General information on the Cabinet Committee; central agency requirements; departmental contacts; Expenditure Management Framework; liaison, management consultants; Project on Operational Control in Scientific Research; training and development.

OCG-70
Conferences, Meetings, Presentations, Speeches

Description: Information on conferences, meetings, presentations, and speeches on a wide variety of subjects pertaining to the improvement of management practices and controls.

OCG-80
Improvement of Management Practices and Controls

Description: Information on Improvement of Management Practices and Controls Surveys I, II, III; the Development and Implementation of Action Plans (including monitoring); Implementation Assistance Program (IAP), departmental strategies, and anniversary meetings. Access Note: Action plans are produced by departments and are their property.

Policy Development Branch

The Branch defines accounting and reporting policies for the Government of Canada. It also develops government-wide policies and offers technical advice to departments and agencies on financial and operational management, and internal audit. The Branch is also responsible for the form of the Main Estimates and the Public Accounts, and for the co-ordination and preparation of the government's response to the Auditor General's Annual Report.

Manuals

- Glossary of Financial Terms
- Internal Audit Handbook
- Performance Measurement Manual
- Specifications for Departmental Systems Manual
- Catalogue of Financial Systems

- Treasury Board Guide on Financial Administration
- Accounting and Reporting Handbook

Classes of Records

OCG-90
Policy Development

Description: Policies for financial administration in departments and agencies of the Government of Canada; accrual accounting; Canada Year Book; common services; interdepartmental charging; Lease or Buy; legal opinions; legislation; mail management; accounting studies implementation plan; Public Works Canada Revenue Dependency; Review of Supply and Services Canada implementation resources; Royal Commission on Financial Management and Accountability (Lambert Commission); Department of Finance Canada monthly reports on the standard rate of exchange; transfer of cost between departments.

OCG-100
Accounting and Control of Expenditures

Description: Information on the delegation and communication of financial signing authorities by Ministers and deputy heads in a manner that provides controls on the disbursement of public money through adequate enforcement of an appropriate division of responsibilities. *Topics:* Account verification and payment requisitioning; accounting for inventories; control of Receiver General cheques; and accounting and control procedures; cheque issue security and bank losses; corporate credit card; departmental bank accounts; grants and contributions; Payable at Year End (PAYE); payment of interest; pay procedures; petty cash.

OCG-110
Accounting and Control of Revenue and Accounts Receivable

Description: Information on controls of the operational and financial systems of the Government of Canada. *Topics:* Collection and deletion of debts due the Crown; interdepartmental settlements; standing advances.

OCG-120
Acts

Description: Information on certain Acts which apply to the Public Service of Canada such as the Adjustment of Accounts Act.

OCG-130
Auditor General

Description: Information on the Auditor General's Act; and the Independent Review Committee on the Office of the Auditor General (Wilson Committee) and Reports.

OCG-140
Budgetary Control

Description: Information on Governor General's Warrants; commitment accounting; managerial control of budgets.

OCG-150
Budget Preparation

Description: General information on Budget Preparation; Program Planning and Budgeting.

OCG-160
Classification of Accounts and Transactions

Description: Information on classification and coding of financial transactions of the Government of Canada. *Topics:* Classification and Coding Project; expenditure and revenue coding; Study of Classification and Coding of Financial Transactions (N.G. Ross Study, 1973-75).

OCG-170
Cost-effective Management Controls

Description: General information on cost control, departmental responses and revenue and cost recovery.

OCG-180
Crown Corporations

Description: General information on Crown corporations; also their audit, financing and mailing lists.

OCG-190
Departmental Enquiries

Description: Information on enquiries to the Office of the Comptroller General of Canada from departments and agencies on subjects where no specific class of records exists.

OCG-200
Financial Administration Evaluation

Description: A study to evaluate the results of the transfer of financial responsibilities to departments and agencies from central control agencies. *Topics:* Canadian Radio-Television and Telecommunications Commission (CRTC); Environment Canada; Health and Welfare Canada; Veterans Affairs Canada.

OCG-210
Government Reporting

Description: General information on government reporting of public expenditures. *Topics:* Public Accounts; reform of the Main Estimates; Revolving Funds And Working Capital Advances; Study of the Accounts of Canada (N.G. Ross Study 1973-75); valuation of recorded assets.

OCG-220
Internal Audit

Description: Information on internal auditing within the federal government: the systematic, independent review and appraisal of all departmental operations, including administrative activities, for the purpose of advising the Deputy Minister and senior managers on the efficiency, economy and effectiveness of the internal management practices and controls; internal audit input into program evaluation activities, as warranted; and policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. *Topics:* Audit and evaluation; committees; employment and staffing; improvement of management practices and controls; Action Plans, Survey I, II; long-term audit plans; performance assurance; research projects; Study of Internal Audit.

OCG-230
Liaison

Description: Information on the exchange of information between the federal government and provincial and territorial governments, universities, foreign countries and accounting associations.

OCG-240
Management of the Financial Function

Description: General information on the management of government finance; also the improvement of management practices and controls.

OCG-250
Operational Management and Systems

Description: Information on the periodic performance measurement, by departments and agencies of the federal government whose programs are subject to Treasury Board review, of the effectiveness and efficiency of their operations. *Topics:* Annual EDP reports and plans; committees, commissions; Departmental Financial Reporting Systems (TIMAC); liaison - commercial suppliers, departments and agencies; performance measurement - development and implementation, IMPAC, program forecast analysis, projects, administrative overhead, food inspection, reports, reviews; publications; specifications for departmental systems - introduction, managerial control systems, financial and operational control systems, appendices; Study of Duplication of Financial Reports; systems inventory; systems projects. *Retrievability:* Files are subject, department, agency, committee, commission, province, territory, commercial supplier, project and manual.

OCG-260
Professional Development

Description: Information on the planning and direction of human resources development in the federal Public Service. *Topics:* Classification, organization, staffing; committees - Interdepartmental Advisory Committee on Financial Administration Development (IACFAD); courses - departmental programs, Financial Officer Recruitment and Development Program (FORD), Government Expenditures Management (GEM), resourcing; liaison - universities; seminars; studies.

OCG-270
Regulations

Description: Information on regulations which apply to the federal Public Service, such as the Public Officers' Guarantee.

Program Evaluation Branch

The Branch is responsible for seeing that departments implement the Treasury Board policy on program evaluation. This Branch works with departments and agencies to ensure that the periodic, critical and objective examination of programs becomes an established practice in the management of the Public Service. The principal activities of the Program Evaluation Branch include the definition of government-wide policies and standards for program evaluation; advice and assistance to departments in the development and ongoing operation of this function; preparation of related training policies and curricula; and informing of Cabinet Ministers on the status of the program evaluation function in departments and agencies and on the quality of individual evaluations.

Manuals

- Guide on the Program Evaluation Function
- Principles for the Evaluation of Programs

OCG-280
Program Evaluation

Description: Information on various policy and operational program evaluation projects carried out by the Branch.

OCG-290
Committees

Description: Information on committees dealing with Program Evaluation. *Topics:* Parliamentary Review of Program Evaluation (White Paper).

OCG-300
Departmental Program Evaluation Operations

Description: Information on the development and implementation of program evaluation in departments and agencies.

OCG-310
Liaison

Description: Information on co-operation and exchange of information on program evaluation matters with foreign governments, institutes, private citizen, provinces, universities, departments and agencies.

OCG-320
Task Force on Program Evaluability

Description: Information on the establishment of a task force to work with departments to plan for the effective use of program evaluation in departmental management.

OCG-330
Techniques and State of the Art

Description: Bibliography; Operational and Internal Audit; program evaluability criteria; zero base budgeting; and A-Base Review.

OCG-340
Training and Development

Description: Information on training and development in the field of program evaluation.

Privy Council Office

Background

When the responsibilities of Clerk of the Privy Council were defined in 1935, the duties included the preparation of Orders and Minutes of Council and general oversight and direction of the Office of the Privy Council. The increase in the work of the Cabinet as a result of the Second World War made it necessary to make provision for a Secretary to the Cabinet. The Secretary was to collect and organize agenda for Cabinet meetings, provide the information and materials necessary for the Cabinet deliberations and prepare the results for communication to the departments concerned.

The Privy Council Office (PCO) came into being as a result of an Order in Council in 1940 which added the duties of the Secretary to the Cabinet to those of Clerk of the Privy Council. Today, the PCO acts as a central agency providing a link between the Prime Minister, the Cabinet and the public service. The Office provides essential services to Cabinet, Cabinet Committees and the Prime Minister.

Laws and Regulations

- Minute of Council P.C. 3374, October 25, 1935
- Order in Council P.C. 1940-1121E, March 25, 1940

Overall Responsibilities

The Privy Council Office has two main functions. One has to do with the operation of the Queen's Privy Council of Canada and primarily involves advice to the Governor General and the production of Orders in Council. The second has to do with the operation of Cabinet and the Committees of Cabinet.

For the purpose of the Financial Administration Act, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council and Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered as a deputy head who takes precedence among the chief officers of the public service.

The Privy Council Office provides Secretariat support for Cabinet and the Committee of Cabinet to facilitate the collective decision-making of Cabinet and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions.

The overall responsibilities of the Office may be summarized as follows:

- the co-ordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the Chairmen of Committees;
- liaison with departments and agencies of government on Cabinet matters;
- undertaking of special studies on matters of current public policy concern as required; this includes participation in interdepartmental committees of officials through the provision of chairmen, members and secretaries and the preparation of papers for, and on behalf of, such committees;
- support and advice to the Prime Minister on his prerogatives and responsibilities for the organization of the Government of Canada;
- advice to the Prime Minister on national security and intelligence matters, as well as the preparation of emergency planning in anticipation of national disasters or other emergencies requiring support the responsible civilian authority;
- the examination of submissions to the Governor in Council to ensure conformity with policy and legal requirements, and the preparation of draft orders; and
- duties related to regulations made under the Statutory Instruments Act including the examination revisions, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

Organization

The Privy Council Office is separated into two main Branches: Plans and Operations. The Plans Branch assists the Prime Minister in defining the objectives and priorities of the government as well as determining the appropriateness of departmental mandates within the government. The Operations Branch is responsible for managing the business of Cabinet and Cabinet Committees. Each Committee has a corresponding secretariat which provides research and operational support. Most of these secretariats are in the Privy Council Office. As the concerns of Cabinet change, so do the Cabinet Committees. As a result, the number and titles of the secretariats within the Privy Council Office are also subject to change.

The Senior Personnel Secretariat serves as the personnel section for the selection and appointment of senior officers in Governor in Council positions. The Prime Minister is assisted in his responsibility for the safeguarding of the integrity of the nation by the Security and Intelligence Secretariat.

The Orders in Council section provides documentary and legal support to the Governor in Council.

Access to Information Co-ordination

The Access and Privacy Co-ordinator for the Privy Council Office oversees both the Access to Information and the Privacy of Information function. Requests for access to records under the Access to Information Act should be sent to:

Access and Privacy Co-ordinator
Privy Council Office
Langevin Block, Room 106
Ottawa, Ontario
K1A 0A3
Telephone: (613) 995-6955

Classes of Records

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Much of the material on these files has originated in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

It should be noted that Orders in Council are published in Part II of the Canada Gazette and are therefore records in the public domain. Requests for this material should not be made under the provisions of the Access to Information Act.

Exclusion or Exemption of Records

Under the Access to Information Act, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain advice or recommendations may be exempted by a government institution pursuant to Section 21. Both these sections refer to records that are less than twenty years old.

Federal-Provincial Relations Office

Background

The Federal-Provincial Relations Office (FPRO) was established on January 15, 1975 by "An Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council". For a period of time before this, its functions were carried out by a division in the Privy Council Office. It is designated as a Department of Government under the Prime Minister, and it is headed by the Secretary to the Cabinet for Federal-Provincial Relations who, supported by a Deputy Secretary, reports directly to the Prime Minister.

The Federal-Provincial Relations Office came into existence in response to the greatly increased interdependence of the federal and provincial levels of government. It developed as a co-ordinating and advisory agency designed to enable the federal government and the provinces to interact more effectively in serving the needs of the public. As one of its responsibilities in this respect, FPRO co-ordinates the development of policy proposals for the Prime Minister and provides administrative support for Fist Ministers' Conferences.

Mandate

The Office assists the Prime Minister, the Cabinet, individual Ministers and officials in dealing with the federal-provincial dimension of issues important to the attainment of the government's goals and priorities, including the strengthening of national unity.

Organization

The FPRO has two Sections headed by Assistant Secretaries to the Cabinet (FPR) which work on national unity and federal-provincial issues under the supervision of a Deputy Secretary.

Strategic and Constitutional Planning Section

This Section takes the lead in such matters as constitutional renewal, overall strategies for constitutional negotiations, major national unity matters and longer term policies of fundamental importance to the federation.

Provincial Analysis and Liaison Section

This Section acquires information, analyzes and reports on provincial and regional affairs. It provides other sections of FPRO and other federal agencies with more regionally based information, perceptions and advice on provincial and regional attitudes, aspirations and needs. This approach is related to federal policy and program development and delivery and to the solution of federal-provincial problems.

Access to Information Co-ordination

The Access and Privacy Co-ordinator for the Federal-Provincial Relations Office oversees both the Access to Information and the Privacy of Information function.

Requests for access to records under the Access to Information Act should be sent to:

Access and Privacy Co-ordinator
Privy Council Office
Federal-Provincial Relations Office
Langevin Block, Room 106
Ottawa, Ontario
K1A 0A3
Telephone: (613) 995-6955

Classes of Records

The files held by the Federal-Provincial Relations Office are organized under broad subject headings. The information they hold deals with specific issues of interest to the government from time to time. Much of the material on these files has originated in other government departments. Requests for general information should be referred to the government department having the greatest interest in the subject matter.

Exclusion or Exemption of Records

Under the Access to Information Act, a class of records is excluded from the provisions of the Act under Section 69. The records are referred to as confidences of the Queen's Privy Council for Canada. In addition, records that contain information whose release could be injurious to the conduct by the Government of Canada of federal-provincial affairs may be exempted by a government institution pursuant to Sections 21 and 14.

Mandate

Public Archives Canada (PAC) has a dual role. First, as a research institution, it is responsible for acquiring from any source all significant archival material "of every kind, nature and description" on all aspect of Canadian life, and for providing suitable research services and facilities to make this material available to the public.

This broad mandate obliges the Public Archives Canada to preserve material from the private sector as well as federal government institutions. The classes of federal government records described in this publication, however, do not include material placed in Public Archives Canada by persons or organizations other than government institutions. Access conditions for collections acquired from the private sector are normally established by negotiation between the donor and the Public Archives Canada.

Second, Public Archives Canada has an equally important role to play in the effective and efficient management of federal government records. In addition to contributing to overall efficiency, these activities provide for the preservation of an administrative memory by documenting current and former government activities.

Organization

The Department is directed by a deputy head who is supported by the administrative and operational branches and divisions.

The Archives Branch consists of eight Divisions: Manuscript, Federal Archives, Public Archives Library, Machine Readable Archives, National Map Collection, Picture, National Photography Collection and National Film, Television and Sound Archives. The Branch also maintains offices in London and Paris.

The Records Management Branch consists of the Records Management Services Division, the National Personnel Records Centre and the Federal Records Centres Division.

The Departmental Administration, besides having responsibility for such services as financial and personnel management, also includes the Micrographic Standards and Reprographic Development Office, Technical Services and Exhibition Services.

General Information

Information on the different publications produced by Public Archives Canada can be obtained by contacting:

Communication Services
Public Archives Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3
Telephone: (613) 996-1473

Access Procedures

Formal access requests under the Access to Information Act should be forwarded to:

Federal Archival Records Access
Archives Branch
Public Archives Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Dominion Archivist's Office

The Dominion Archivist is ultimately responsible for all activities of Public Archives Canada. He also participates nationally and internationally in various committees, associations and councils. The Assistant Dominion Archivist assists the Dominion Archivist, particularly in the historical documents and records management functions.

Classes of Records

PAC-10
General Operations

Description: Information on the acquisition and conservation of historical documents and the records management functions; and policy files including correspondence with the Minister, the Treasury Board of Canada, etc.

PAC-20
Federal-Provincial, National and International Liaison

Description: Information on participation in various departmental, provincial, national and international organizations. *Topics:* Associations - Association of Canadian Archivists, Association des archivistes du Quebec; Societies - Society of American Archivists, Royal Commonwealth Society; Councils - International Council of Archives; and Committees - Senior Management Committee, Advisory Committee on Public Records, Archives Committee for Pan-American Institute of Geography and History.

Archives Branch

The Branch is responsible for the acquisition, organization and preservation of historical material from government institutions as well as private individuals and organizations; and the provision of informal access to historical government records, research facilities, advice, assistance and a reference service for government departments and the research communities.

Federal Archives Division

The Division is responsible for the acquisition, selection, custody and preservation of the textual historical records created and received by the departments and agencies of the Government of Canada and their predecessors, and for making these records available for reference and research purposes.

Manual

- Federal Archives Division Procedures Manual - outlines procedures for the major functions of the Division

Classes of Records

PAC-30
Acquisitions and Control

Description: Information on the acquisition of government records and their selection, organization, description and conservation as the permanent historical record of the Government of Canada. *Topics:* Negotiations and liaison with departments and agencies; submissions of records retention and disposal schedules and microfilm proposals; transfers of records and accessioning procedures; all matters concerning the organization, selection and description of historical records; liaison with other PAC divisions and branches on historical records.

PAC-40
Reference and Inquiries

Description: Information on the terms, arrangements and provisions for making information contained in the historical records available to the general public. *Topics:* Registration of researchers; access and restrictions; microfilm interlibrary loans; photo duplication services.

PAC-50
Historical Records

Description: Information on all aspects of the organization and operations of federal government departments and agencies and their predecessors, selected for permanent preservation because of their historical value. *Topics:* Culture and communications; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military and wartime activities; minerals and energy; natural resources, the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* The original file classification systems used in the creating departments and agencies have been maintained, but the records of each department and agency have been placed into Record Groups. *Storage Medium:* Microfilms.

National Film, Television and Sound Archives Division

The main function of this Division is the acquisition and custody of historically significant audio and audio-visual records such as films, videotapes and sound recordings, from the private sector and government institutions. Reference services are available to government institutions as well as to the general public.

Manual

- Internal Cataloguing Procedure Manual

Classes of Records

PAC-60
National Film, Television and Sound Archives

Description: General information on the functions of the Division, including access to material (restrictions); exchanges and agreements; loans; projects.

PAC-70
Acquisitions and Accessions

Description: Information on the acquisition of films, videotapes and sound recordings of historical value for preservation, cataloguing and storage by the Division. *Topics:* Cataloguing; preservation; evaluations, appraisals of collections; purchasing, donations; negotiations.

PAC-80
Reference and Inquiries

Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* References; cataloguing; permissions to copy; Inquiries - individuals, companies, societies and associations, municipal, provincial and federal government institutions.

PAC-90
Historical Records

Description: Selection of films videotapes and sound recordings for permanent archival retention. *Topics:* Documentation on Canadian film, television and international cinema; still photographs and transparencies relating to television and films; sound recordings of historical events and broadcasts; biographical sound interviews; fiction and non-fiction films and videotapes. *Storage Medium:* Films, tapes, discs, photographs and transparencies.

National Map Collection Division

The main function of the Division is the acquisition and custody of historically significant cartographic and architectural records, mostly from federal government institutions. The Division also collects historical material from the general public. Reference Services are available to government departments as well as to the private sector.

Manual

- Internal Procedures Manual - guidelines on the acquisition, appraisal, selection, classification, and accessioning of maps received from government departments

Classes of Records

PAC-100
National Map Collection

Description: General information on the functions of the Division. *Topics:* Loans of maps; microfilming submissions from federal government institutions; access to material; internal research and cataloguing projects; development and participation in the archives course and the seminar on cartographic archives; provision of material for exhibitions.

PAC-110
Acquisitions and Accessions

Description: Information on the acquisition and accession of cartographic and architectural records from government institutions and the private sector for preservation, cataloguing and storage by the Division. *Topics:* Evaluations; negotiations; agreements; auctions; offers of maps. *Retrievability:* These files are arranged by subject, donor or collection.

PAC-120
Reference Inquiries

Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Inquiries - individuals, companies, societies and associations; colleges, universities and schools; municipal, provincial and federal institutions. Permissions to copy; redistribution of maps.

PAC-130
Historical Records

Description: Selection of all cartographic and architectural forms, including maps, plans, charts, blueprints, atlases and globes for permanent archival retention. *Topics:* Early Canadian cartography; modern cartography (after 1850); government cartographic and architectural records. *Retrievability:* Collections acquired from government institutions and considered public records are filed by record group. Maps which are transferred to the National Map Collection from the collections acquired by the Manuscript Division are filed by collection name. Individual maps are filed by geographical classification number.

Manuscript Division

This Division is responsible for the acquisition, selection, organization, description, storage and preservation of nationally significant and historically valuable private manuscripts, corporate records and non-federal public records. It also serves government agencies and the public by making these records available to researchers, by performing research and by providing information and advice.

Manual

- Manuscript Division Procedures Manual

Classes of Records

PAC-140
Acquisitions and Accessions

Description: Information on manuscripts and records acquired from the private sector to be organized, retained and preserved by Public Archives. *Topics:* Acquisitions (negotiations, some evaluations and agreements with collectors, the public and donors; also exchanges with archival institutions); contacts for acquisition purposes; transfers, organization and control of manuscript collections. *Retrievability:* These files are arranged by subject, donor, collection and institution.

PAC-150
Reference and Inquiries

Description: Information on research performed by divisional staff, inquiries, and access to the records in the custody of the Division. *Topics:* Research (on historical events and persons, cultural, political, social, economic, scientific and intellectual development of Canada, genealogy, ships, military regiments and other miscellaneous subjects); inquiries - by individuals, organizations and government departments, access to records - lists of access restrictions and requests, including approval or denial of access (listed by year).

Machine Readable Archives (MRA) Division

The Division appraises, acquires, controls and makes available for research historically valuable machine readable (EDP) records produced in the public sector and those of national significance produced in the private sector. It also assists in the development and promotion of data archival techniques in other organizations.

Manual

- Policies and Procedures Manual - provides an outline of divisional functions

Classes of Records

PAC-160
Machine Readable Archives

Description: Correspondence of a general nature on the operations and activities of the Division. *Topics:* EDP hardware (equipment and machinery); EDP software (development or consideration of systems); projects undertaken by divisional staff such as U.L.M. Alphatext, Persfile system; studies, surveys and questionnaires; conservation of holdings (such as certification reports or precision rewind of tapes).

PAC-170
Acquisitions and Accessions

Description: Information on the appraisal and acquisition of machine readable data files of historical or long-term research value. *Topics:* Acquisitions (government and private sectors); liaison (institutions and countries); microfilm submissions; records retention and disposal schedules.

PAC-180
Reference and Inquiries

Description: Information on inquiries and access to machine readable records in the custody of the Division. *Topics:* Access restrictions (government and private sector); inquiries.

PAC-190
Historical Records

Description: Machine readable (EDP) information on many aspects of the operations of government departments and agencies, acquired for its historical and long-term research value. *Topics:* Culture and communication; external relations; trade, commerce and statistical matters; fiscal and industrial affairs; judicial and parliamentary activities; state and general government administration; military activities; minerals, energy and natural resources; the north and scientific research; public works and transportation; social and native affairs. *Retrievability:* These files are arranged by EDP file title and government department.

National Photography Collection Division

The Division collects, organizes, preserves and makes available selected photograhic collections to the public.

Manuals

- Guide to Photo Control Procedures and Methods
- Descriptive and subject cataloguing at the NPC
- Thesaurus of Cataloguing Terms

Classes of Records

PAC-200
Acquisitions, Research and Control

Description: Information on the acquisition and preservation of photographic documents organized and retained by Public Archives Canada. *Topics:* Negotiations with (and evaluation for) photographers, members of the public and donors; biographies of historical and contemporary photographers; inventories (photographic holdings of some government departments and agencies); research and acquisition projects; contacts in the public sector; accession (the nature, source and location of each photo collection); transfer, organization, storage and control of photographic records. *Retrievability:* These files are arranged by subject, by individual accession and by name.

PAC-210
Reference and Inquiries

Description: Information on inquiries and access to photographic documents in the custody of the Division. *Topics:* Inquiries - by individuals, organizations and government departments; files on the organization of reference services, the course and completion of exhibitions and publications and the cataloguing of photographs; access to records; photo duplication of records. *Retrievability:* These files are arranged by subject, year, individual, organization and government.

PAC-220
Historical Records

Description: Photographic documentation transferred to Public Archives Canada from federal sources illustrating all aspects of national life. *Topics:* Vary widely from one donor department or agency to another; depend on the functions of photography at the institution, such as public relations, scientific or technical recording or experimentation and engineering and construction. *Retrievability:* Records are usually kept in their original arrangements but are accessioned and described by donor, subject, and sometimes by photographer. There is also an illustrated card catalogue of selected items from collections, various finding aids for specific collections and collection name files created as part of the Guide to Canadian Photographic Archives. *Storage Medium:* Various types of photographic paper; photographic negatives (glass plates and celluloid); early photographic processes on metal or glass bases.

Picture Division

The main function of the Division is the acquisition and custody of historically significant pictorial and iconographical records, mostly from the private sector. Reference services are available to government departments as well as to the general public.

Classes of Records

PAC-230
Picture Division

Description: General Information on the functions of the Division. *Topics:* Loans of pictures and transparencies; access to material; internal research projects; provision of material for exhibitions; exchanges and agreements; artist files by name.

PAC-240
Reference and Inquiries

Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Inquiries - individuals, companies, societies and associations, colleges, universities and schools, municipal, provincial and federal government institutions; permission to copy.

PAC-250
Acquisitions and Accessions

Description: Information on the acquisition and accession of pictorial and iconographic records such as paintings, medals, drawings, posters and heraldry for preservation, cataloguing and storage by the Division. *Topics:* Evaluations; negotiations; agreements; auctions; offers of pictures; insurance. *Retrievability:* These files are arranged by subject, donor or collection.

PAC-260
Historical Records

Description: Paintings, drawings, heraldry, medals and posters selected for permanent archival retention. *Retrievability:* The holdings are arranged first by the physical aspect of the material: paper (posters, cashion magazines, drawings); canvas (paintings); others (medals, heraldry). They are then arranged by name of artist or collection. There is a backup subject cross-index.

Public Archives Library Division

The main function of the Division is the acquisition and custody of historically significant collections of books and other publications from government institutions and the private sector. It serves as the departmental reference library for the other divisions on their archival projects and operations. Services are available to government institutions as well as to the general public.

Manual

- Internal Procedural Manuals on Acquisition, Loans and Cataloguing

Classes of Records

PAC-270
Public Archives Library

Description: General information on the functions of the Public Archives Library. *Topics:* Loans; special projects; operational relations with other division; participation in exhibitions.

PAC-280
Acquisitions and Accessions

Description: Information on the acquisition and accession of early Canadian historical documents and their cataloguing for preservation and storage. *Topics:* Indexes, biographies, genealogies, shipping and directories of cities and townships; purchasing and donations; restrictions on acquisitions; exchanges and agreements; evaluation, appraisals of collections.

PAC-290
Reference and Inquiries

Description: Information on reference and inquiries to the Division for information or copies of holdings. *Topics:* Publications and periodicals on - archives, records management, cartography, Canadian art, audiovisual archives and Canadian films, reports and journals of Canadian, American, British and French historical associations; permission to copy; research; inquiries - individuals, companies, societies, associations, municipal, provincial and federal government institutions.

London and Paris Offices

The function of these Offices is to identify, evaluate and arrange for the acquisition or copying of archival material relevant to Canada (manuscripts, maps, paintings, prints, photographys or publications) in England, France and the surrounding countries; also to answer research inquiries and provide a reference service.

Classes of Records

PAC-300
London and Paris Offices

Description: Information on the acquisition or reproduction of archival material relevant to Canada; specialized research and provision of reference services in answer to inquiries from government officials, scholars, university professors, students and the general public.

Records Management Branch

The function of the Branch is to provide a comprehensive service in its field primarily to federal government departments and agencies in Ottawa and in larger metropolitan centres across Canada. This service includes records centre storage and reference facilities; advice and assistance in records scheduling and disposal; the provision of training courses, printed standards and guides on records management; conduct of records surveys and evaluations; assistance for internal audit staff at institutions in the auditing of the records management functions; and assistance in other aspects of records management, including the federal government's Essential Records Program.

Manuals

- Records Organization and Operations
- Subject Classification Guide
- Records Management in Government Departments and Agencies
- General Records Disposal Schedules
- Records Management Guide for Minister's Offices
- Regional Records Centres Users' Guide

Records Centres Division

The function of the Division is to provide safe and economical storage facilities for dormant records, essential records and active computer tapes of all federal government departments, agencies and Crown corporations in regions where the federal government has its major concentrations of activity. Records Centres are located in the following cities: Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver.

Classes of Records

PAC-310
Federal Records Centres

Description: Information on the overall functions of Federal Records Centre. *Topics:* Standards and procedures; storage and inspection of microfilm (Redox Blemish Program); surveys of holdings at Regional Records Centres; information on non-government record centre storage of computer tapes; fumigation of material.

PAC-320
Accession and Reference

Description: Information on accession and reference to federal government records transferred to the Regional Records Centres and Essential Records Centre, including indices and finding aids for reference purposes. *Topics:* Accession listings; records transfer forms; records finding aids; reference lists; shelf lists for location; reference inquiries from government departments. *Retrievability:* These files are arranged by department and accession list number.

PAC-330
Retention and Disposal

Description: Information on the storage, preservation and ultimate disposition of records created by federal institutions. *Topics:* Lists of records destroyed in Regional Records Centres; disposal of records; retention periods for personal information banks; scheduling and disposal procedures; means of disposal; retention and disposal authorities and submissions.

National Personnel Records Centre

The Centre provides retention, disposal and reference services to federal institutions as well as reference services to the general public on personnel and personnel-related records of former federal civilian employees and military personnel.

Files of former members of the RCMP are stored at the Centre but controlled and administered by the RCMP.

Manuals

- Militia Orders
- Army Orders
- Trade Specifications
- General Orders
- Royal Canadian Air Force Orders

Classes of Records

PAC-340
National Personnel Records Centre

Description: Information on subjects having to do with the overall functions of the NPRC. *Topics:* Quality control and error detection; ownership of records transferred to the Centre; access control and release of information in accordance with Part IV of the Canadian Human Rights Act; certification of documents; automated index of personnel history files (Persfile).

PAC-350
Acquisitions and Accessions, Reference and Inquiries

Description: Information on reference, inquiries and arrangements for the transfer of personnel records of former government civilian employees, military personnel and RCMP. *Topics:* Requests for information from government institutions as well as from the general public; requests and directives on standards and procedures; minutes of meetings on the transfer of records of former government civilian employees, military personnel and RCMP to the NPRC. *Retrievability:* These files are arranged by subject, department and individual public inquiry.

PAR-360
Retention and Disposal

Description: Information on identification of historical records and retention and disposal submissions and authorities for personnel records of former government civilian employees, military personnel and former members of the RCMP.

PAC-370
Personnel Information Files

Description: The records comprise personnel information collected during the course of an individual's term of employment in the Government. *Topics:* Former federal civilian employees and military personnel. *Retrievability:* These files are arranged by locator number. *Storage Medium:* Microfilm.

Records Management Services Division

The Division is responsible for advising and assisting government institutions on records management, reviewing the state of records management in government institutions, assisting institutions with the development of records schedules for paper and machine readable records, maintaining inventories, issuing manuals and guides, conducting technical training courses the Treasury Board of Canada with the administration of Access to Information and Privacy legislation and assisting in the government program to reduce paper burden on private industry.

Classes of Records

PAC-380

Records Management Operations

Description: Information on development of records management procedures and practices and guidelines; maintenance of inventories of departmental holdings; and exchange of information with organizations. *Topics:* Directives guidelines; general inquiries; inventories; liaison (provinces, other countries); publications; retention and disposal schedules and procedures.

PAC-390

Systems, Evaluations and Surveys

Description: Information on development of records systems; evaluations, assessment and recommendations on government records management programs. *Topics:* Systems - classification, EDP, microfilm and optical memory system; surveys, evaluations and audits of records management programs at international, federal and provincial levels.

PAC-400

Training

Description: Information on planning, developing and conducting training and development courses for records management personnel. *Topics:* Records management training courses and lectures at federal institutions and other organizations; Senior Records Management Course (including arrangements, assignments, examinations, facilities, financial matters, lecturers and discussions, nominations and inquiries, student documentation team projects, training aids and workshops).

Administration Branch

The Branch is responsible for providing administrative, financial, personnel, technical and exhibition services to Public Archives Canada and the National Library. In addition, it provides publicity and publication services for the Public Archives Canada.

Micrographic Standards and Reprographic Development Office

The Office co-ordinates activities for the development of National Micrographic Standards in harmonization and liaison with standards writing organizations in other countries, and participates in the development of international micrographic standards; participates in national and international organizations endeavouring to achieve effective reprographic and micrographic programs and projects; carries out special tasks for the senior management of Public Archives Canada and the National Library of Canada; and provides a referral centre to facilitate access to information in the field of reprography at both the Archives and the Library.

Manuals

- International Standards Organization (ISO) Directives for technical work
- Policy and Procedures (preparation of standards from Canadian General Standards Board)

Classes of Records

PAC-410

Micrographic Standards and Reprographic Development

Description: Information on micrographic functions, projects and studies within Public Archives Canada and the federal government.

PAC-420

National and International Liaison

Description: Information on liaison and participation in national and international reprographic and micrographic associations, organizations, institutes and committees.

PAC-430

Micrographic Standards

Description: Information on the development of micrographic standards. *Topics:* Canadian General Standards Board; National Micrographic Standards; International Micrographic Standards.

PAC-440

Research and Reference

Description: Information on the provision of advice and assistance on reprographic subjects to both Public Archives Canada and the National Library of Canada, as well as referral on reprographic technology for the departments. *Topics:* Technology development; new ideas; commercial industrial inquiries.

Exhibition Services Division

This Division provides the thematic design and fabrication of all public exhibitions of cultural and historical materials for both Public Archives Canada and the National Library of Canada. It is also responsible for the scheduling of exhibition space and the provision of technical advice to external organizations and foreign embassies using departmental exhibition facilities.

Classes of Records

PAC-450

Exhibition Services

Description: General information on divisional functions. *Topics:* Loans of equipment; exhibition schedules; preparation and shipping of exhibition material; exhibition requests; reservations - auditorium foyer; space and floor plans; travelling exhibitions.

PAC-460

Exhibitions by the Public Archives, National Library and Other Organizations

Description: Information on all aspects of exhibitions put on by the Public Archives Canada, the National Library of Canada and other organizations. *Topics:* Development of design; construction; production plans; installation of new exhibits; dismantling of exhibits and displays; and technical advice to outside organizations. *Retrievability:* These files are arranged by exhibition title.

Technical Services Division

The Division provides microfilm advisory and operational services to all federal government departments and agencies; picture and records conservation for Public Archives Canada and the National Library of Canada; photographic reproduction, electrostatic and photostatic copying for both patrons and staff of the Archives and the Library; and computer systems services for the Archives.

Manuals

- Public Records Order
- Guide on Electronic Data Processing Administration
- Microform Storage Standards

Classes of Records

PAC-470
Technical Services

Description: General information on divisional functions. *Topics:* Development projects - Redox Blemish Program and Development, Video Disc.

PAC-480
Central Microfilm Operation

Description: Information includes correspondence on a wide range of microfilm services to all departments and agencies of the federal government. *Topics:* Source document microfilming - requested; quality control procedures - film; processing; computer output microfilming (COM); duplication and microformatting.

PAC-500
Conservation of Picture and Records

Description: Information on conserving, restoring and preserving of works of art and historical records of Public Archives Canada. *Topics:* Restoration, treatment and reproduction; special projects; training of conservators; standards - American National Standard Institute (ANSI). *Retrievability:* These files are arranged by work number (accession work number) and subject.

PAC-510
Computer Systems Section

Description: Information includes correspondence on the development, implementation and maintenance of EDP applications at Public Archives Canada. *Topics:* Development; implementation; maintenance; technical consultation - computer systems; projects.

The Royal Canadian Mounted Police

Background

The Royal Canadian Mounted Police (RCMP) was originally formed in 1873, under an Act of Parliament. In accordance with the present RCMP Act, the Commissioner, under the direction of the Solicitor General of Canada, is responsible for the control and management of the Force.

Laws and Regulations

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of the Canadian Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of the provincial governments. The RCMP has contract agreements with the two Territories and all provinces except Ontario and Quebec to enforce criminal, territorial and provincial laws pursuant to Section 20 of the RCMP Act. The RCMP Security Services is responsible for investigating and reporting to the Canadian Government on matters threatening the safety and security of Canada as provided for in "The Role, Tasks and Methods of the RCMP Security Services," a statement of responsibilities ratified by Cabinet on March 27, 1975, and Cabinet Directive 35, dated December 18, 1963.

Organization

Headquarters of the Force is in Ottawa. The Royal Canadian Mounted Police consists of 16 Divisions and the Security Service. Each Division is managed by a commanding officer. There are 13 operational divisions divided into 48 sub-divisions and 709 detachments located in all provinces and the territories. These Divisions are alphabetically designated with the Headquarters for each located in its respective provincial or territorial capital, except for A which is in Ottawa, and C which is in Montreal. Under the Commissioner, functional direction is provided by three Deputy Commissioners in charge of Administration, Criminal Operations, and Canadian Police Services respectively, and a Director General in charge of the Security Service.

Specialized support is offered to the 13 operational divisions by Air, Marine, and Laboratory services. The remaining three divisions are HQ and N, located at Ottawa and Rockcliffe, Ontario respectively, and Depot Division located at Regina, Saskatchewan.

The RCMP Academy (recruit training) is located at Depot Division in Regina. N Division comprises the Canadian Police College, the Musical Ride, and the Band. HQ (Ottawa) consists of the Commissioner's Office and his Secretariat, Directorate policy and co-ordinating centres, and specialized support services such as the forensic laboratory, the Canadian Police Information Center, and the Foreign Services Directorate which has responsibilities for activities of RCMP members stationed abroad.

Access Procedures

All record access requests under the Access to Information Act are processed centrally and should be addressed to:

The Commissioner
Royal Canadian Mounted Police
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2
Attention: Departmental Access Co-ordinator
Telephone: (613) 593-5162

The diversity of operations within the federal, provincial, municipal, and territorial jurisdictions results in information storage systems that are decentralized except for matters of national security where one master system is maintained in Ottawa. For this reason, persons submitting access requests must indicate the geographic location they want searched.

Informal Access to Manuals

Informal access to examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police will be provided at HQ, Ottawa and at Divisional Headquarters located at the following points:

1200 Alta Vista Drive
Ottawa, Ontario

306 Charter Avenue
Pleasantville, Newfoundland

3139 Oxford Street
Halifax, Nova Scotia

Woodstock Road
Fredericton, New Brunswick

450 University Avenue
Charlottetown, P.E.I.

4225 Dorchester Blvd.
Montreal, P.Q.

225 Jarvis Street
Toronto, Ontario

1091 Portage Avenue
Winnipeg, Manitoba

1825 McIntyre Street
Regina, Saskatchewan

1140 - 109th Street
Edmonton, Alberta

1200 West, 73rd Avenue
Vancouver, B.C.

4100 - 4th Avenue
Whitehorse, Yukon Territory

Basic Manuals

- Administration Manual
- Operational Manual

Subsidiary Manuals

- Air Services
- Financial Management
- Marine Services
- Material Management
- Officers
- Personnel Administration Manual - Public Service

- Planning
- Property Management
- Records Management
- Staffing Personnel
- Telecommunications and EDP
- Transport Management
- Uniform and Dress
- Firearms Training
- Laboratory Services
- Identification Investigators'
- National Firearms
- Tactical Operations
- Security Service Operational

In addition to the basic and subsidiary manual list, the Force uses other manuals which are specific to particular areas of law enforcement, and are described under the various classes of records.

General Inquiries

Individuals wishing to make general inquiries on the RCMP, when access to actual records is not required, may do so by contacting

Royal Canadian Mounted Police
Public Relations Branch
1200 Alta Vista Drive
Ottawa, Ontario
K1A 0R2

Commissioner's Office and Secretariat

Planning and Evaluation Branch

Classes of Records

RCMP-10
Planning and Evaluation

Description: Information on the planning and organization of the Force, strategic policy planning and objectives, analytical studies, and assistance to the Commissioner and Senior Executive Committee in setting Force priorities. *Topics:* Demographic studies; criminal trends; deployment of human resources; co-operation with other government departments, and other police departments; provincial and municipal policing contracts; federal role task force projects; assistance, monitoring, and assessment of Division and Directorate requirements; examination of policies, objectives, and priorities of various Force programs; recommendations to the Commissioner and Senior Executive Committee on all aspects of the Force's programs and the evaluation of Force programs. *Retrievability:* Files are arranged by subject or project, and may be held at HQ or regionally. *Storage Medium:* Paper, microfiche, automated.

Manual

- Planning Manual Internal Communication Office

Classes of Records

RCMP-20
Division Staff Relations Program (DSRR)

Description: Information on the planning, development, and co-ordination of the Divisional Staff Relations Representative Program. *Topics:* Meetings of Divisional Staff Relations Representatives; policies and formation of DSRR programs; morale reports of Force members; DSRR and Commanding Officer conferences. *Retrievability:* Files are arranged by program, project, activities, and committee, and may be held at HQ or regionally.

Manual

- DSRR Manual (in drafting stage)

Foreign Services Directorate

This Directorate supports the Force's activities abroad, in contributing to the reduction in international crime, terrorism, espionage, and subversion, by promoting co-operation with police intelligence and security agencies. The Directorate also provides Employment and Immigration Canada with the results of investigations on the security screening of prospective immigrants.

Classes of Records

RCMP-30
Foreign Services

Description: Information on international crime, terrorism, espionage, and subversion, and security screening of prospective immigrants. Information under this class may include personal information which must be accessed under the Privacy Act. *Topics:* Co-operation with other police forces, government departments, and foreign agencies; official visitors to Canada; official hospitality policy and administration; liaison officer's conferences; training and assistance to foreign police forces; country assessment reviews; security screening. *Retrievability:* Files are arranged by subject, department agency, and country, and are held at HQ or regionally.

Audit Branch

This Branch is responsible to the Commissioner for developing and directing, within Force policy, comprehensive internal audits of divisions, directorates, and independent Headquarters Branches.

Classes of Records

RCMP-40
Financial Audit

Description: Information on the review and appraisal of the financial activities and control framework of the Force's divisions, and advice to management on the efficiency of financial functions. *Topics:* Financial organization, coding system, budget preparation and control; and control and accounting for expenditures, revenues and accounts, reporting systems, detachment audits, food services, property management, management of financial functions, accounting and control of revenues, accounting and control of accounts receivable; program forecasts, main estimates, transfer of funds, delegation, relocation, travel expenses, and secret expenses. *Storage Medium:* Paper, automated.

Manual

- Financial Audit Manual

RCMP-50
Management Audit

Description: Information on the review and appraisal of the effectiveness of the entire activities of the Force and the management controls designed to guide and regulate these activities. *Topics:* Review of mission statements and Force objectives; review of managerial and operational information; assessment of resources; specific management research and associated recommendations; compliance with existing policy; effective communication; morale and career satisfaction; control and safeguarding of valuables and exhibits; review of problem areas; and appraisal of existing management.

Manual

- Audit Branch Handbook

RCMP-60
Operational Audit Unit

Description: Information on auditing all aspects of Security Service operational undertakings with a view to determining that those operations are legal within the mandate of the Security Service, consistent with Force policy, ethically and morally acceptable, as well as efficient and effective. *Topics:* Interview reports; interview plans; audit reports containing findings and recommendations; and audit summary reports containing recommendations, Security Service response, and Audit Committee comment.

RCMP-70
Public Service Audit

Description: Information on the independent review and appraisal of the efficiency and effectiveness of Public Service personnel management. *Topics:* Job classifications, compensation, benefits, hours of work, human resource planning; personnel management planning; administration of collective agreements; training, travel, relocation, staffing, staff relations; publishing of audit reports; collection, disclosure and use of personal information; public access to audit reports; equal opportunities for women, natives, and handicapped; occupational health and safety; and contingency planning and handling of strikes.

Manuals

- Public Service Administration Audit Book

Public Relations Branch

The Branch is responsible for making the general public and media personnel more fully aware of the positive role of the Force, and for encouraging co-operation and understanding between the general public, the media, and the Force.

Classes of Records

RCMP-80
Public Relations

Description: Information on the distribution of information on the Force to the public and media concerning current or historical matters; publication of the RCMP Quarterly and Gazette, and the handling of displays on safety or crime prevention. *Topics:* Liaison and public relations; exhibitions; visits and tours; RCMP Quarterly and Gazette; graphic arts; museums, relics, and curios; presentations to and by the Force; appreciation, condolences, and greetings; ceremonies and celebrations; addresses and speeches; and historical and contemporary photographs. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by subject, name of individual, company, or project.

RCMP-90
Executive Officer

Description: Information on executive assistance provided to the Commissioner and Senior Executive Committee, and liaison with the Solicitor General's office. *Topics:* Minutes of Senior Executive Committee meetings and Ministerial meetings; executive travel itinerary of Solicitor General's staff and the RCMP Commissioner; Solicitor General's correspondence; questions by Members of House of Commons; and visits and tours. *Retrievability:* Files are arranged by subject, project, and travel log.

Criminal Investigations HQ Ottawa

C Directorate

This Directorate is responsible for directing and correlating activities of criminal investigations, crime prevention, law enforcement, and the general operational activities of the Force both in the field divisions and in the various responsibility centres of the Directorate.

Classes of Records

RCMP-100
Law Enforcement Support

Description: Includes information on technical and electronic support of criminal investigations through equipment and expertise in the field of audio surveillance, and on the polygraph and voice identification programs. *Topics:* Interceptions under Part IV.1 of the Criminal Code; human resource planning and training of personnel; co-operation and liaison with domestic and foreign authorities; sale of technical equipment; licensing; authorization to intercept private communications; polygraph and audio analysis case files. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held either at HQ or regionally.

Manual

- Investigator's Guide to Forensic Sound Recording Examination

RCMP-110
Commercial Crime

Description: Includes information on the planning, development and co-ordination of the law enforcement programs for commercial crime involving bankruptcy, securities and income tax crimes, corporate and business frauds and organized white-collar crimes on a national and international scale. *Topics:* Enforcement of Bankruptcy Act, Copyright Act, Canada Elections Act, Small Loans Act and Tax Rebate Discounting Act; frauds, forgeries, conspiracies, bankruptcies and corruption offences under the Criminal Code; provincial real estate, Mortgage Brokers and Mechanics Lien Acts; co-operation and liaison with domestic and foreign authorities; securities fraud intelligence; agreements with other federal departments; and Securities Fraud Information Centre. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, organization, activity, program, or project. Files may be held at HQ or regionally. *Storage Medium:* Paper and microfiche.

Manuals

- Counterfeit Detection Manual
- Currency Reference Manual

RCMP-120
Customs and Excise

Description: Includes information on the planning, development, implementation, and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Enforcement of Customs and Excise Act, Excise Tax Act, Export and Import Permits Act, Cultural Property Export and Import Act, National Energy Board Act, and Petroleum Administration Act; conspiracies and frauds under the Criminal Code; intelligence, co-operation, and liaison with domestic and foreign authorities; Writs of Assistance; search warrants; report procedures; agreements with other federal agencies; and news releases. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held at HQ or regionally. *Storage Medium:* Paper, microfiche, and automated.

RCMP-130
Drug Enforcement

Description: Information on the development of RCMP policy and direction concerning drug enforcement including undercover and drug intelligence programs; also co-ordination of international investigations and assistance in developing government policy concerning drug abuse and enforcement. *Topics:* Enforcement of Narcotic Control Act and the Food and Drugs Act, Parts III and IV; intelligence; drug store inspections; identification of drugs and narcotics by mail; search and forfeiture; co-operation and liaison with domestic and foreign authorities; appointment of counsel; legislative amendments; prescriptions; theft of narcotics; and writs of assistance. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held at HQ or regionally.

Manual

- Undercover Manual

RCMP-140
Immigration and Passport

Description: Includes information on the planning, development, and co-ordination of the RCMP's operational polices and procedures in the enforcement of the Immigration Act and provisions of the Criminal Code which refer to the illegal issue and possession of passports. *Topics:* Enforcement of Immigration and Citizenship Act; fraudulent use of SIN cards under the Unemployment Insurance Act; fraudulent use of Canadian passports under the Criminal Code; co-operation with domestic and foreign authorities; court rulings and judgements; appointment of counsel; locating persons indebted to Crown; foreign criminal records; Immigration Appeal Board; U.S. deserters and draft dodgers; Citizenship Court; passports; reporting procedures, ports of entry, and border security; seminars; immigration warrants; deportees; intelligence ethnic groups statistics; and false identification. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems.

Manual

- Employment and Immigration Manual

RCMP-150
Monitoring and Analysis Branch

Description: Includes information on the correlation, review, and monitoring of RCMP policies, objectives, and goals, and program forecast and main estimates for criminal operations; also monitoring and analysis of operational activities and statistical data. *Topics:* Uniform Crime Reports; calls for service; number of persons charged; Man-hour Reporting; time spent on calls for service; Operational Reporting System; reporting and filing procedures; demographic, ecological, and geocoding descriptors of RCMP detachments; and secret expense system. *Retrievability:* Records are arranged by project, activity, or program, and may be held at HQ or regionally. *Storage Medium:* EDP systems and microfiche.

Manuals

- Planning Manual
- Uniform Crime Reporting Manual

RCMP-160
Native Policing

Description: Includes information on the development, implementation, and co-ordination of policies, strategies, and programs which have to do with police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; Native Special Constable Program; native policing workshops and seminars; tribal police programs; band by-laws; and cross-cultural training. *Retrievability:* Files are arranged by program, activity, or project and held at HQ and regionally.

RCMP-170
National Crime Intelligence

Description: Includes information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption, bankruptcies; drugs; pornography; major thefts; smuggling; commercial stills; co-operation and liaison with domestic and foreign authorities; surveillance; joint force operations; and reporting procedures. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files may be held at HQ or regionally. *Storage Medium:* EDP systems.

RCMP-180
Interpol

Description: Includes information on the co-ordination of international criminal investigations for Canadian and foreign authorities; also policies and procedures under the constitution, and regulations and policies of Interpol. *Topics:* International criminal investigation, except policial, military, racial, or religious matters; international criminals; stolen works of art repository; stolen property; crime prevention; technical research and analysis of investigative methods; missing persons; notification of next-of-kin; Interpol laws and regulations; and regional conferences and symposiums. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, country, or organization; other files by activity, program, or project. Files are held at HQ.

RCMP-190
Federal Policing

Description: Includes information on planning, development, and co-ordination of the RCMP's operational policies and procedures in the enforcement of all Federal Statutes in Canada except those shown under Customs and Excise, Commercial Crime, Drug Enforcement, and Immigration and Passport; also operational complaints against members. *Topics:* Enforcement of Federal Statutes; assistance to domestic and foreign authorities; assistance in locating missing persons; search and rescue; contagious diseases; deserters and absentees; pollution; national parks; federal traffic regulations; explosives magazine inspections; U.F.O. and submarine sightings; annual seal hunt; parole; Nazi war criminals; penitentiaries - escorting and crises; bird branding; marine searches; honours and awards by Government House; operational complaints against member of the RCMP. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, organization, activity, program, or project. *Storage Medium:* EDP systems.

Manuals

- Laboratory Services Manual
- National Firearms Manual

RCMP-200
Contract Policing

Description: Includes information on planning, co-ordination, and determination of policies and procedures in areas where provincial and municipal police services are provided under contract; identification of operational requirements; evaluation of tactical and traffic enforcement equipment; crime prevention and police community relations programs; and traffic enforcement. *Topics:* Violent crime analysis; standards of policing; program forecast; auxiliary policing; emergency response terms; underwater recovery operations; hypnosis; provincial and municipal policing agreements; and opening and closing detachments. *Retrievability:* Records are arranged by project, activity, or programs and may be held at HQ or regionally.

Manuals

- Crime prevention —How to Do— manuals
- Tactical Operations Manual
- Planning Manual
- National Firearms and Firearms Training Manual

Criminal Intelligence Service Canada (CISC)

The Directorate is responsible for the control and administration of a nation-wide repository on criminal intelligence, and keeping the contributing law enforcement agencies apprised of developments in the police intelligence community in order to effectively combat the spread of organized crime in Canada.

Classes of Records

RCMP-210
Criminal Intelligence Services

Description: Information on the promotion of the CISC program which involves the collection, analysis, and dissemination of criminal intelligence in Canada. *Topics:* Corruption; counterfeiting; customs, drugs; excise; extortion; fraud; gambling; gun-running; immigration; loan sharking; pornography; prostitution; thefts; firearms tracing program; and liaison and co-operation with Canadian law enforcement agencies. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of individual, business, or organization; other files by activity, program, or project. Files are held at HQ. *Storage Medium:* EDP systems.

Manuals

- CISC Constitution and Regulation
- Policy, Procedures, Audit and User's Manuals

Air Directorate

This Directorate is responsible for the provision of advice on all Air Services matters, the formulation of Air Services policies, procedures and regulations, and the acquisition, repair, and overhaul of all RCMP aircraft.

Classes of Records

RCMP-220
Air Services and Aircraft Maintenance

Description: Includes information on the operation of RCMP Air Detachments and the maintenance and overhaul of all Force aircraft. *Topics:* Inspection reports; maintenance reports; conditions and specification of aircraft; employee qualifications; and flight logs. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of individual, subject, product, company, and aircraft registration number. Files are held at HQ and regionally.

Manuals

- RCMP Air Maintenance Manual
- Air Services Manual

L Directorate (Laboratories and Identification)

This Directorate is responsible for the planning, direction, and development of policy, and general supervision of Force capabilities related to laboratory and identification services.

Classes of Records

RCMP-230
Laboratory Services

Description: Information on exhibits or samples obtained during the course of an investigation and submitted to an RCMP laboratory by Canadian law enforcement agencies for forensic examination. *Topics:* Firearms; ammunition; tools and glass; documents and paper handwriting; cheque writing; counterfeit currency and negotiable instruments; stamps; clothes; fibres; textiles; hair and blood (human and animal); urine; saliva; seminal and other stains; alcohol; body organs and tissue, explosives; fire debris; petroleum products; and safe material. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, photographic film. *Retrievability:* Files are arranged by subject, name of investigation, or occurrence. RCMP laboratories are situated in Halifax, Sackville, Montreal, Ottawa, Winnipeg, Regina, Edmonton and Vancouver. Persons requesting access to this class of records must indicate the location they wish to access.

Manuals

- Laboratory Services Manual
- Methodology Manual

RCMP-240
Identification of Criminals

Description: Information on the collection, compilation, dissemination, use, and retention of criminal histories, fingerprints, and photographs for the purpose of detection, prevention, and suppression of crime, the security of the nation, and related matters. *Topics:* Criminal histories; fingerprints; photographs; pardon files; certificates of previous conviction; fingerprinting of adults; juveniles; deceased persons; criminal history checks; release of criminal histories; security screening for Federal Government departments and Crown Corporations; return and destruction of fingerprints and photographs; international exchange of fingerprints and criminal histories; Identification of Criminals Act; Criminal Records Act; and fingerprint identification of crime scene impressions. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name and date of birth, F.P.S. number, subject or project, fingerprint class, and description. *Storage Medium:* Microfiche, film, EDP systems.

Manuals

- Criminal Records Procedures Manuals
- Canadian Police Information Centre (CPIC) Reference Manuals
- Fingerprint Manual
- Video File System and Operational Manuals

RCMP-250
Scientific and Technical Services

Description: Information on the conduct, co-ordination, training, and consultation in the areas of scientific, technical, and operational research and development of the Force. *Topics:* Policy and research on toxicology, applied chemistry, serology, hair and fibre, alcohol, document examination, firearms and tool marks; photography and scientific instrumentation as they apply to forensic science; evaluation of scientific instrumentation and methodology; training of forensic scientists in the above fields; natural and human sciences research; and scientific library service. *Retrievability:* Files are arranged by subject, organization, and project. *Storage Medium:* Microfiche, EDP systems.

Manuals

- Methodology and training guides as applied to forensic science
- Science Gas and Liquid Chromatography manuals
- Infrared and Ultraviolet Spectrophotometry
- Mass Spectrometry and Digital Electronic Integration

RCMP-260
Firearms Registration

Description: Information on the administration and policy of the National Firearms Registry and the Firearms Acquisition Certificate and Business Permit systems. *Topics:* Firearms or restricted weapons permit; Firearms Acquisition Certificates; Permit to Carry; Business Permit; Refusal and Revocation Orders; liaison with provincial and territorial Firearms Officers; appointment of legal counsel; amendments to Solicitor General's Firearms Policy; restricted and prohibited weapons; CPIC refusal files; and co-operation with federal government departments. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Microfilm, EDP systems. *Retrievability:* Files are arranged by name of individual, serial number of weapon, business, police agency, or organization. Firearms registration certificates are kept only at Ottawa. Firearms Acquisition Certificates are held regionally or provincially.

Manuals

- National Firearms Manual

RCMP-270
Lost or Stolen Property - Wanted or Missing Persons

Description: Information on Canadian and U.S. lost or stolen negotiable instruments or securities, firearms, and other articles; arrest warrants; and aliens. *Topics:* Canada Savings Bonds; money orders; counterfeit currency; lost or stolen passports; various stolen articles and other securities; firearms; wanted and missing persons; and prohibited aliens. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* EDP systems. *Retrievability:* Records are arranged by name of individual, subject, and product or item by make, serial number, and denomination.

Manuals

- CPIC Reference Manual
- National Crime Intelligence Centre Manual (U.S.)

RCMP-280
Fraudulent Cheque and Securities

Description: Information on the RCMP repository of handwriting samples used in the commission of offences, which acts as a source for identification of offenders. *Topics:* Cheques; postal or bank money orders; travellers' cheques; holdup notes; forged medical prescriptions; hotel registrations; anonymous letters sent to government officials; and fraudulent cheque policy and procedures. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name, date of birth, address, F.P.S. number, and subject.

RCMP-290
Photography and Audio-visual Aids

Description: Information on the central photo processing service for all RCMP units in Canada, and the creation and acquisition of audio-visual aids for law enforcement training and police-community relations. *Topics:* Assessment of photographic and photo processing equipment; audio-visual aids; film and slide library; slide and film catalogue; co-operation with other law enforcement agencies; central photographic equipment maintenance; and central photo processing. *Storage Medium:* Paper, slides, and films. *Retrievability:* Files are arranged by product, title, and project. Copies of processed films are returned to the contributor; none are retained by L Directorate.

Manuals

- Identification Investigator Manual
- Equipment procedures manual from manufacturers

F Directorate (Information Access)

This Directorate is responsible for the analysis and review of proposed and existing federal and provincial privacy and access to information legislation, the development and application of policies and procedures to satisfy legislative requirements, and responding to all requests for information received under the provisions of new or existing legislation.

Classes of Records

RCMP-300
Policy and Research

Description: Information on policy and research for existing and proposed privacy and access to information legislation concerning record collection, access, use, and disclosure. *Topics:* Canadian Human Rights Act, Part IV; Freedom of Information; Canadian Bar Association model bill; Freedom of Information Bill C-15; Privacy and Access to Information Acts (Bill C-43); foreign privacy and access legislation; indexing and Federal Information Banks; exemption from access; use of the Social Insurance Number (SIN); liaison with other government departments and foreign agencies; and statistics and activity reports.

RCMP-310
Disclosures

Description: Information on requests for access, correction or annotation, complaints, consultation between federal departments over release of information, policies, and procedures governing access. *Topics:* Access requests under the Access to Information and Privacy Acts; assistance to other departments or agencies; policies and procedures governing access; and the application of exemptions and release procedures in general. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of individual and subject matter.

P Directorate (Protective Policing)

This Directorate is responsible for planning, developing, co-ordinating, and directing the policies and activities of the protective policing functions of the Force.

Classes of Records

RCMP-320
Airport Policing

Description: Information on planning, developing, and co-ordinating the role of the Force in the National Airport Policing and Security Program. *Topics:* Aeronautics Act and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; pre-board screening of passengers and crew; security of restricted areas; co-operation with airlines; co-operation with Federal Government departments; co-operation with local and foreign authorities; and airport policing and security policy.

Manual

- Memorandum of Agreement (Transport Canada - RCMP)

RCMP-330
VIP Security

Description: Information on planning, developing, and co-ordinating personal and physical security programs for Canadians in Canada and abroad, for foreign dignitaries, foreign missions and residences, and major national and international events. *Topics:* Visits of foreign dignitaries; protection of embassies and consulates, including personnel; analysis of physical threats to VIP's; liaison with other government departments; royal visits; training of VIP personnel; protection of Prime Minister and his family; protection of Governor General and Cabinet Ministers; protection of Supreme and Federal Court judges and other designated persons; and research on VIP security. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files arranged by name of individual or project. *Storage Medium:* EDP systems.

RCMP-340
Security Engineering

Description: Information on the evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government and private industries under federal government contract, and security investigations. *Topics:* Structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices, locks and security containers, speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; and human restraining equipment. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files arranged by subject, project, product, company or departments, or name of individual. *Storage Medium:* Film, EDP systems.

Manuals

- Manufacturer Key Code Reference Book
- Security Containers Reference Book
- Laboratory Test Procedures and Standards
- Security Equipment Drill Guide
- Service and Maintenance Bulletins
- Equipment Specifications Manuals
- Test Report Manuals

RCMP-350
Security Systems

Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions, and private industries under federal government contract. *Topics:* Security inspections, consultations and training; contingency planning for non-criminal emergencies and disasters; Bomb Disposal and Explosives Act; speech security assessments and soundproofing; and liaison and assistance to other government departments. *Retrievability:* Files are arranged by subject, project, and name of department or company. *Storage Medium:* Photographs.

Manuals

- EDP Security Standards and Practices
- Security Inspection Manual

V Directorate (Telecommunications and EDP Services)

This Directorate is responsible for designing and implementing Force-wide systems of electronic data processing (EDP) and telecommunication services. The nation-wide services are provided to the RCMP and other accredited law enforcement agencies.

Classes of Records

RCMP-360
Systems Analysis and Programming

Description: Information on EDP analysis, design, development, implementation, and maintenance of operational and administrative systems. *Topics:* EDP research studies for police applications; user programming assistance and consulting services; project plans; analysis, design, feasibility, development, and implementation reports; post-implementation reviews; review and update of maintenance; and Users' Guide and Operational Manuals. *Storage Medium:* Paper, work processor, disc and magnetic tape storage.

Manual

- RCMP Data Centre Reference Procedure Manual

RCMP-370
Software Engineering

Description: Information on the analysis, design, development, implementation, and maintenance of software. *Topics:* Analysis, design, development, implementation, and maintenance of customized systems used in support of EDP applications; analysis, design, development, implementation, and maintenance of customized communications systems software used in support of telecommunications services; and specifications, evaluation, selection standards, implementation, and maintenance of vendor-supplied operating systems and proprietary software. *Retrievability:* Products or documents are filed under an internally assigned number based on category and subject.

Manual

- Canadian Police Information Centre (CPIC) Reference Manual

RCMP-380
Systems Integration

Description: Information on the co-ordination of EDP security and standards, database administration services, and quality assurance of EDP systems prior to release. *Topics:* Electronic data processing and computer communications security; terminals and switcher site security; threats to EDP security; recovery and contingency planning for re-establishment of V Directorate computing facilities; access rights to CPIC system and identification of all users; passwords and file algorithms; EDP standards; and test and quality control techniques and procedures. *Retrievability:* Files are arranged by subject and assigned user's code. *Storage Medium:* EDP systems.

Manuals

- EDP Standards Manual
- CPIC Reference Manual
- Data Manager Data Dictionary

RCMP-390
Systems Research and Planning

Description: Information on research, planning, and evaluation of computer systems. *Topics:* Research studies in EDP and computer communications systems technology; systems planning and co-ordination to ensure cost effective acquisition and implementation of EDP resources; and systems performance evaluation. *Storage Medium:* EDP systems.

Manuals

- CPIC Reference Manual
- EDP System Development Plan
- RCMP Manual of EDP Standards
- RCMP Data Centre Reference Manual
- Annual EDP Report and Plan

RCMP-400
Computer Operations

Description: Information on the operation of the central computer systems data preparation and control services and the environmental support of central EDP facilities. *Topics:* Computer system use and availability of hardware and software; on-line availability reporting system; RCMP Data System; data control and tape library services; environmental engineering support services; cost accounting for services provided; co-ordination and control of EDP equipment; and statistics on hardware status, performance, and suitability. *Retrievability:* Statistical files held at HQ and arranged by system and type of statistics.

Manuals

- CPIC System Operator's Manual
- Computer Hardware Operator's Installation and Maintenance
- Technical Operating and Maintenance Manuals
- Environmental Engineering Support Computer Media Library

RCMP-410
Liaison Services

Description: Information on liaison, audits, training, and information services to Canadian Police Information Centre (CPIC) users, policy centre for Crime Index Sections, and support for the CPIC Advisory Committee. *Topics:* Development and monitoring of CPIC audits; policy; identification and evaluation of remote terminal services for CPIC; EDP training requirements; off-line searches (crime solving); auditing of computer interfaces and record keeping functions; audit standards and procedures; CPIC Advisory Committee minutes; and EDP information and developmental services. Information under this case may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by item, project, subject, or name of individual.

Manuals

- Audit Standards and Procedures Manual
- CPIC Reference Manual
- National Directory
- Master Lesson Plans - CPIC Files

RCMP-420
Communications Security

Description: Information on the evaluation and need for secure communications and the selection, installation, and maintenance of communication security equipment. *Topics:* Planning and research of cryptographic equipment; training of personnel; liaison with other government departments and countries; acquisition, installation, and maintenance of cryptographic and other high security communication equipment; technical standards and operational procedures of communication security (Comsec) equipment; electromagnetic interference (EMI) evaluations and specifications; and Comsec Policy and Guidelines. Personal information on the training of personnel must be accessed under the Privacy Act. *Retrievability:* Files are arranged by activity, program, or project.

Manual

- Communications Security Handbook

RCMP-430
Network Services

Description: Information on the operation of data network services for the Force. *Topics:* Operation, development, and control of wire services and related equipment, excluding Comsec requirements; design, installation, operation, maintenance, evaluation, and analysis of the data communications network facilities; technical assessment, standards implementation, and network design of telecommunications systems, excluding radio communication; and establishment and monitoring of operating standards and procedures for the various communications networks.

Manuals

- RCMP Telecommunications and EDP Manual
- Manufacturers' and common carrier manuals dealing with system and network facilities.

RCMP-440
Telecommunications Development and Research

Description: Information on the telecommunication services given to the police community, the provision of standards, specifications for communications systems, and forecasting requirements. *Topics:* Telecommunications systems specifications; performance evaluation and systems analysis; liaison with other police force research groups and other government departments; consultation and advice to the police community; feasibility studies; field questionnaires; concept reports; and requirement statement reports, research documents, and field evaluations. *Retrievability:* Files are arranged by project or an assigned numerical index. *Storage Medium:* EDP systems.

Manual

- Telecommunications Operational Systems Manuals

RCMP-450
Telecommunications Engineering

Description: Information on communications systems and equipment engineering and development, technical research, communication, ancillary equipment evaluation and selection, maintenance engineering, and technical policy. *Topics:* Performance standards; purchase specifications; evaluation reports; project reports, system descriptions, frequency schedules and networks; diagrams and plans; engineering briefs; maintenance and installation reports; licences; electronic safety equipment; radar speed measuring devices and principles; and video and other closed circuit television (CCTV) services and facilities. *Retrievability:* Files are arranged by activity, location, equipment, manufacturer, type, model, or application.

Manuals

- Telecommunications Handbook
- Equipment Technical Manuals
- Systems Manuals on a geographical basis

RCMP-460
Canadian Police Information Centre (CPIC)

Description: Information on unsolved crimes and known criminals stored on the CPIC computerized information system. The information originates from the RCMP and other accredited Canadian law enforcement agencies. *Topics:* Criminal Record Synopsis; vehicles and licence plates lost, stolen, and suspect; boats lost, stolen, and suspect; persons wanted, charged, missing, suspect; prohibited persons/liquor, firearms, vehicle and boat operation; property lost, stolen; dental characteristics file; and motor vehicle registrations. Personal information in this class must be accessed under the Privacy Act. *Storage Medium:* Magnetic tape, high density disk. *Retrievability:* Files are arranged by subject, an assigned user's code, and name of individual.

Manual

- CPIC Reference Manual

R Directorate (Records and Publications)

This Directorate is responsible for planning and directing the RCMP policies and programs for record keeping, publications, paperwork, micrographics information systems, and the RCMP identity program.

Classes of Records

RCMP-470

Records Management

Description: Information on the planning, development, and implementation of operational and administrative records systems and programs; mail, messenger, and library services. *Topics:* Records inventories; subject records classification; systems and indexes; management of records offices; records retrieval and reference services; records scheduling and disposal; mail and messenger services; records equipment; essential records; records security; professional development and user orientation; and information management. *Storage Medium:* Microfilm, EDP systems.

Manuals

- Records Management Manual
- Publication and Paperwork Management Manual

RCMP-480

Publication and Paperwork Management

Description: Information on the planning, development, implementation, and control of publication and paperwork programs. *Topics:* Collection, organization, editing, publishing, and monitoring of directives (official manual system); review and analysis of forms and forms systems; planning of techniques and procedures for processing correspondence; creation and maintenance of reporting systems; application and analysis of word processing systems; creation of standards and techniques for graphic presentation of information; and co-ordinating and monitoring RCMP Identity Program.

Manuals

- Directives Writers' Guide
- Correspondence Practices Handbook
- Design Guide
- RCMP Identity Program
- Word Processing - Basic Information and Guidelines for Implementation
- Employee Orientation Handbook

A Directorate (Staffing and Personnel)

The Directorate is responsible for planning and directing the policies and programs of the Force related to the organization and management of its human resources.

Official Languages Directorate

Official Languages is responsible for the implementation and co-ordination of a unified program, within the Force, for compliance with the Official Languages Act and related policy directives.

S Directorate (Supply and Services)

The Directorate is responsible for directing the planning, development, implementation, and evaluation of RCMP policies and programs related to accommodation, transport, material, food, miscellaneous services, and internal energy conservation.

H Directorate (Health Services)

This Directorate is responsible for planning, organizing and directing the policies and programs of the Force on medical and dental treatment, occupational health and safety and environmental health, developing pre-engagement medical standards for applications, and initiating and co-ordinating research projects in physical fitness and psychological testing.

The Chief Financial Office

The Office is responsible for budgeting and accounting systems, financial administration, the annual program forecast, estimates, analysis of expenditures and revenue trends, implementation and maintenance of financial accounting and reporting systems, and direction of financial policies.

N.B.: The Classes of Records and Topics which describe the records maintained by these directorate policy and co-ordinating centres are shown under the standard Class of Records section of the Register.

N Division (Training)

This Division is responsible for planning, organizing, staffing, directing, and controlling the facilities, resources, and operations of the Canadian Police College, and providing public relations and ceremonial services for the Force in Canada and abroad.

Classes of Records

RCMP-490

Public Relations and Ceremonial Services

Description: Information on planning, developing, and co-ordinating the activities of the Musical Ride and the RCMP Band. *Topics:* Breeding and training horses for the Musical Ride; equitation training of Musical Ride Personnel; training members for the Band; and transportation, accommodation, tours, immigration and customs requirements, ceremonial services, and promotional materials for the Musical Ride and the Band.

Manual

- Equitation Handbook

RCMP-500

Canadian Police College

Description: Information on training, research, information, and advisory services provided to Canadian and foreign law enforcement agencies. *Topics:* Investigational, management, training, and instructional techniques and crime prevention courses; course planning, loading, and evaluation; research and information dissemination on social, cultural, economic, commercial, and technological changes affecting law enforcement; and library service for the HQ Division complex and the Canadian Police College. Information under this class may include personal information which must be accessed under the Privacy Act.

Manual

- "Course Training Standards" for all courses offered at the College.

Depot Division

This Division is responsible for providing basic training to new recruits to prepare them for their future duties and responsibilities in the RCMP.

Classes of Records

RCMP-510
Academic Subjects

Description: Information on all academic training provided to new recruits. *Topics:* Criminal law; federal statutes; interrogation techniques; official directives system; operational training-simulation; report writing; first aid; care and handling of prisoners; human relations-crime prevention and community-police relations; applied human behavior for police intervention; victimology; ethical conduct; effective presentation; personal hygiene; history of policing and the Force; technical services-identification; communications-radio; CPIC; and progress reports and assessment of recruits. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, Video tapes. *Retrievability:* Files are arranged by subject and name of individual.

Manuals

- Course Training Standards on all subjects listed above
- CPIC Reference Manual
- Crime Detection Laboratory Manual
- Fingerprint Manual
- Explosives and Improvised Explosives Services Manual

RCMP-520
Physical Subjects

Description: Information on all physical training provided to new recruits. *Topics:* Physical fitness; self-defence; firearms training; swimming; drill; tactical troop training for crowd control; driver training and law enforcement; and progress reports and assessment of recruits. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, videotapes. *Retrievability:* Files are arranged by name of individual and subject.

Manuals

- Course Training standards on all subjects listed above
- Cavalry Drill Manual
- Tactical Operations Manual
- Smith System of No-accident Driving
- Fast Driver Handbook
- Sportsmanlike driving

RCMP-530
Armourer

Description: Information on the repair, maintenance, and evaluation of revolvers, pistols, rifles, shotguns, and other specialized firearms for the RCMP. *Topics:* Testing and evaluation of new firearms and ammunition; maintenance and repair of firearms; quality control inspection of newly procured firearms; log book on issue of firearms; machine shop facilities; and liaison and assistance to other government departments, accredited law enforcement agencies, and private sector.

Manuals

- National Firearms Manual
- Firearms Training Manuals
- Vendor-supplied Instruction Manuals

Operational Divisions

The Operational Divisions are responsible for the detection, suppression, and prevention of crime within established geographical boundaries. They provide provincial, and in some areas, municipal policing services under contractual arrangements, except for the provinces of Quebec and Ontario, where the RCMP enforces Federal Statutes mainly.

Classes of Records

RCMP-540
Planning

Description: Information on the formation, correlation, and monitoring of operational administrative short and long-range plans for the division, program forecast and divisional proposals on the organization, and evaluation of management and performance. *Topics:* Operational assistance reporting system; uniform crime reporting system; man-hour reporting system; unit and program performance measurements; research projects; and EDP co-ordination. *Retrievability:* Files are arranged by project, program, and unit name.

Manuals

- Planning
- Uniform Crime Reporting
- Audit Manuals
- EDP Manuals

RCMP-550
Police Community Relations and Crime Prevention

Description: Information on the promotion of good police-community relations to obtain public co-operation and support in crime prevention and law enforcement. *Topics:* Lectures by members of the Force; invitations to attend functions; police week program; programs to safeguard against crime; letters of appreciation; blood donor clinic; crime prevention centre bulletins; collection of funds for charitable organizations; conferences and seminars; visits by outside agencies; and liaison and public relations.

Manual

- Public Relations and Crime Prevention Manuals

RCMP-560
Commercial Crime

Description: Information on frauds and corruption in the federal and provincial governments, as well as frauds and related offences pertaining to bankruptcies, securities and income tax crimes, corporate and business frauds, and organized white-collar crimes on a national and international scale. *Topics:* Enforcement of Bankruptcy Act, Copyright Act, Securities Act, Canada Elections Act, Weights and Measures Act, federal and provincial government grants and guaranteed loans, Combines Investigation Act, Farm Improvement Act, Tax Rebate Discounting Act, and other related Federal Statute Offences; frauds, false pretences, forgeries, conspiracies, theft, receiving benefits, secret commissions, breach of trust, and other Criminal Code violations; agreements with other federal and provincial authorities; co-operation and assistance to domestic and foreign law enforcement agencies; and Securities Fraud Information Centre. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* EDP systems, microfiche. *Retrievability:* Files are arranged by name of individual, business, or organization.

Manuals

- Counterfeit Detection Manual
- Currency Reference Manual

RCMP-570
Customs and Excise

Description: Information on the planning, development, implementation, and co-ordination of an ongoing customs and excise enforcement program within the RCMP. *Topics:* Customs Act; Excise Act; Excise Tax Act; Export and Import Permits Act; Cultural Property Export and Import Act; National Energy Board Act; Petroleum Administration Act and associated warrants; Customs Fraud and conspiracies under the Criminal Code; smuggling offences and commercial smuggling; illegal exportation and importation of cultural goods; illicit spirits; tax and duty-free articles; search warrants and Writs of Assistance; liaison and assistance to other police forces and government departments; and related customs and excise policy material. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files arranged by name of individual, business, organization, activity, program, and project.

Manuals

- RCMP Laboratory Services Manual
- Export and Import Permits Act Handbook
- D Memoranda
- Automated Information Customs Services Manual

RCMP-580
National Crime Intelligence Services

Description: Information on the RCMP criminal intelligence program concerning organized crime. *Topics:* Dissident groups; major racketeers; organized crime; securities frauds; gambling; extortion; counterfeiting; prostitution; corruption, bankruptcies; drugs; pornography; major thefts; smuggling; Income Tax and Customs Act; co-operation and liaison with local, domestic, and foreign authorities; surveillance; joint force operations; reporting procedures; and sects, cults, and mind development groups involved in criminal activities. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of individual, business, organization, activity, or project.

Manuals

- Criminal Intelligence Services Canada, Constitution and Regulations
- EDP Systems Manuals

RCMP-590
Immigration and Passport

Description: Information on the enforcement of the Immigration and Citizenship Acts, Passport offences under the Criminal Code, and assistance to foreign law enforcement agencies on international terrorists and criminals. *Topics:* Enforcement of Immigration and Citizenship Acts; fraudulent use of SIN cards and passports; lost or stolen passports; co-operation and assistance to domestic and foreign authorities; court rulings and judgements; wanted persons; citizenship court; ports of entry and security; seminars; immigration warrants; monitoring and surveillance of selected criminal targets; joint force operations; ethnic groups, illegal aliens; deportees; and international terrorists and criminals. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of person, activity, program, or project.

Manuals

- Employment and Immigration Manuals
- Passport Examination Manual

RCMP-600
Drug Enforcement

Description: Information on drug enforcement including undercover drug operation and intelligence programs. *Topics:* Enforcement of Narcotic Control Act, and the Food and Drugs Act, Parts III and IV; evaluation of drug trafficking intelligence; illegal importation of drugs; handling and disposition of exhibits; search and forfeitures; co-operation and liaison with domestic and foreign authorities; writs; and assistance. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational case files are arranged by name of person, business or organization, subject, or project.

Manual

- Undercover Manual

RCMP-610
General Investigation Services

Description: Information on the enforcement, prosecution, and prevention of offences under the Criminal Code and federal and provincial statutes. *Topics:* Enforcement of Aeronautics Act and Regulations, Criminal Code, Liquor Act, Livestock Act, Branch Inspection Act, Weights and Measures Act (Odometer), Canada Shipping Act, Explosives Act, Income Tax Act, UIC Act, Migratory Birds Convention Act, and to a lesser extent, other federal and provincial statutes; Canadian Home Insulation Program; Security enquiries; force applicants and pardon investigations; assisting VIP activities; locating missing persons; demonstrations and riots; and liaison and assistance to other federal government departments, and domestic and foreign law enforcement agencies. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of person, business or organization, and subject or project. *Storage Medium:* EDP systems.

Manual

- National Firearms Manual

RCMP-620
Airport Policing

Description: Information on the Division's role in the implementation and co-ordination of the National Airport Policing and Security Program — primarily in the protection of civil aviation, and holding actions pertaining to criminal acts pending the arrival of the police department having jurisdiction. *Topics:* Aeronautics Act and Regulations; Civil Aviation Security Measures Regulations; Airport Traffic Regulations; Government Airport Concession Operations Regulations; security of aircraft passengers and crew; assistance to federal government departments, local, and foreign authorities; airport policing and security policy; federal and provincial statutes; and assistance to other RCMP investigational sections. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of person, subject, or project. *Storage Medium:* EDP systems.

Manuals

- Transport Canada - RCMP Memorandum of Agreement
- Disaster Plans and Emergency Procedures Manual

RCMP-630
General Detachment Policing

Description: Information on the RCMP's overall operational role in the enforcement of federal statutes, the Criminal Code, provincial statutes and municipal by-laws where applicable, as well as assistance to the general public and crime prevention. *Topics:* Enforcement of the Criminal Code, Narcotic Control Act, Food and Drugs Act, Customs and Excise Act, Immigration Act and other federal statutes; provincial statutes and municipal by-laws; traffic accidents; applicant investigations; security enquiries; claims and complaints against the RCMP; outstanding warrants; street checks; lost and found property, missing persons and other assistance to the general public; firearms and other issued permits to the public; intelligence information; emergency contingency plans; VIP and property protection; and liaison and assistance to other police forces. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by name of person, business or organization, activity, and program or project.

RCMP-640
Law Enforcement Support

Description: Information on the technical and physical surveillance services supporting criminal investigations. *Topics:* Authorizations to intercept private communications and intercepts under the Criminal Code, Part IV.1; assistance to operational sections in gathering evidence and intelligence on designated targets involved in Criminal Code and federal statute offences; monitoring logs and transcripts; technical reports on equipment and services; physical surveillance reports; co-operation and liaison with local authorities; and acquisition and maintenance of technical surveillance aid equipment. Information under this class include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, audio and video tapes, and film. *Retrievability:* Files are arranged by name of individual, business or organization, activity, and program or project.

Manuals

- HQ Special I Branch Policy Manual
- Divisional Special I Section Policy Manual
- Physical Surveillance Techniques from Basic Training
- Special O Supplements and Directives

RCMP-650
VIP Security

Description: Information on the physical and personal security programs for Canadian and foreign dignitaries, foreign missions and residences, and related events, both domestic and foreign. *Topics:* Protection of the Prime Minister and his family, the Governor General, Cabinet Ministers, the Supreme and Federal Court Judges along with other designated persons; visits of foreign dignitaries; protection of embassies and consulates including personnel; liaison with other government departments; Royal visits; analysis of physical threats to VIP's; bomb threats and X-ray of unidentified objects; and research on VIP security. Personal information on these topics must be accessed under the Privacy Act. *Retrievability:* Files are arranged by subject, project, or name of individual.

RCMP-660
Security Engineering

Description: Documentation and information on all criminal and national security investigations, and evaluation and design of security equipment and structures for the RCMP, federal government departments, foreign diplomatic missions, other law enforcement agencies, provincial government, and private industries under federal government contract. *Topics:* Structural and intrusion techniques and technical aids pertaining to all locking devices, alarm systems, and security containers (commercial or federal government safe specifications); locksmithing key codes and other key codes maintained at Security Engineering level; structural and architectural building security concepts; alarm systems; access control systems; mechanical security devices; locks and security containers; speech security and soundproofing; security performance standards; training services to security personnel; classified waste disposal; human restraining equipment; and security of police equipment. *Retrievability:* Files are arranged by subject, project, and company or department.

Manuals

- Manufacturers' Key Code Reference Book
- Security Containers Reference Book
- Laboratory Test Procedures and Standards
- Equipment Specifications Manuals
- Test Report Manuals

RCMP-670
Security Systems

Description: Information on the planning and development of security programs to protect federal government buildings and properties, record holdings, computer installations, vital points, foreign diplomatic missions, and private industries under federal government contract. *Topics:* Security inspections, consultations and training;

contingency planning for non-criminal emergencies and disasters; Bomb Disposal and Explosives Act; speech security assessments and soundproofing; and liaison and assistance to other government departments. *Storage Medium:* Paper and photographs. *Retrievability:* Files are arranged by subject, project, and name of department or company.

Manuals

- EDP Security Standards and Practices
- Security Inspection Manual

RCMP-680
Crime Index Services

Description: Information on the personal history, movements, and whereabouts of suspicious persons or known criminals. *Topics:* Correlation of crime-related information from various operational units and other sources; assistance to investigative units in identifying possible offenders; liaison and assistance to domestic and foreign law enforcement agencies; personal history, movements, and whereabouts of known criminals or suspicious persons, parolees, companies, associations, organizations; wanted and missing persons; and outstanding arrest warrants. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Paper, microfiche, or EDP. *Retrievability:* Files are arranged by name of person, business or organization, subject, project, and FPS number.

Manuals

- CPIC and Automated Information Systems Manuals
- Records Management Manual
- CPIC Manual

RCMP-690
Identification Services

Description: Information on the identification support services given to investigators for the purpose of crime prevention and detection, law enforcement, and national security. *Topics:* Examinations and photography in relation to crimes, scenes of crimes, and accident scenes; fingerprinting and photographing of criminals; correlation of fingerprints; fingerprinting for visa, pardon, security clearances, applications, and public servants; examination and identification of exhibits; personnel photography; photography and other techniques for the preservation of evidence; research, evaluation, and purchasing of photographic equipment; and liaison and assistance to local accredited police departments. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Films. *Retrievability:* Files are arranged by name of person, subject, project, or activity.

Manuals

- Fingerprints and Footwear Manuals
- Laboratory Service Manual
- Identification Methods and Techniques Instruction Set
- Identification Investigator's Manual

RCMP-700
Telecommunications Services

Description: Information on the evaluation, procurement, installation, and maintenance of telecommunications equipment in support of the operational requirements of the Division. *Topics:* Secure communications systems; CPIC system; various facsimile systems; closed circuit television; evaluation, purchasing, installation, and maintenance of telecommunications equipment; log books of incoming and outgoing radio calls; communications assistance to VIP and other special operations; liaison with private sector; and intercom and telephone systems. *Retrievability:* Files are arranged by subject, company name, or project.

Manuals

- CPIC Manual
- Telecommunications Handbook
- Telecommunications and EDP Manual

RCMP-710
Native Policing

Description: Information on the development, implementation, and co-ordination of policies, strategies, and programs for the delivery of police service to the native community. *Topics:* Policing Indian Reserves; co-operation and liaison with native associations; Native Special Constable Program; native constable workshops; and tribal police programs. Information under this class may include personal information which must be accessed under the Privacy Act.

Security Service

In accordance with government policy, the RCMP Security Service is responsible for investigating and reporting to the Government of Canada on activities of a subversive or terrorist nature, espionage, sabotage, and security screening investigations as they pertain to the safety and security of Canada.

Classes of Records

RCMP-720
Security Screening

Description: Information on security screening investigations conducted by the Security Service on federal government employees requiring access to classified information, and when necessary, those from the private sector where services are provided to the federal government. A visa vetting services is also provided on prospective immigrants. *Topics:* Personal history forms, field investigation reports, and briefs compiled from investigative reports. Personal information under this class must be accessed under the Privacy Act. *Retrievability:* Files are arranged by topic and name of individual. *Storage Medium:* EDP systems.

Manual

- Security Service Operational Manual

RCMP-730
Counter-intelligence

Description: Information on counter-espionage investigations concerning current and projected threats to the security of Canada as a result of hostile intelligence activity (espionage, subversion) directed by foreign governments or their representatives. *Topics:* Persons of counter-espionage interest including defectors, ex-agents, and political refugees; sensitive intelligence operations; establishment and organization of foreign missions in Canada; co-operation and liaison with domestic and foreign allied authorities; and persons travelling to or from countries which are of interest to the RCMP Security Service. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational files are arranged by name of individual, organization, activity, or program. *Storage Medium:* EDP Systems.

Manual

- Security Service Operational Manual

RCMP-740
Counter-subversion, Counter-terrorism and Counter-intelligence

Description: Information on current and projected threats to domestic security by subversion, terrorism, civil disorder, or other activity prejudicial to the safety of Canada. *Topics:* Individuals, groups, and organizations engaged in above activities; threat assessments; emergency measures and contingency planning; special events (VIP visits); and general country profiles. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Operational files are arranged by name of individual, group, or organization.

Manual

- Security Service Operational Manual

RCMP-750
Human Sources

Description: Information on the administration, policy, and management functions for all human information source operations. *Topics:* Co-operation and liaison with government agencies (domestic and foreign); policy development; and management of information sources. Information under this class may include personal information which must be accessed under the Privacy Act. *Storage Medium:* Microfiche, or EDP systems. *Retrievability:* Files are arranged by name of individual, organization, or topic.

Manual

- Security Service Operational Manual

RCMP-760
Security Service Secretariat

Description: Information on matters affecting the planning and co-ordination of Security Service activities prepared for the use of the Commissioner and the Director General. *Topics:* Summaries and briefing material of interest to the Canadian Security and intelligence community and NATO; ministerial correspondence; and strategic planning and goals. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by topic and name of individual. *Storage Medium:* EDP systems.

Manuals

- Security Service Operational Manual
- RCMP Administration and Operational Manual

RCMP-770
Internal Security

Description: Information on all aspects of administrative security including management, supervision, co-ordination, and audit of personnel and security programs to ensure that security standards are established and maintained. *Topics:* Personal history forms; security interview reports; security surveys; security briefings; personal and property security; and investigations and breaches of security. Information under this class may include personal information contained in security clearance files which must be accessed under the Privacy Act. *Retrievability:* Files arranged by topic and name of individual. *Storage Medium:* EDP systems.

Manual

- Security Service Operational Manual

RCMP-780
Audit

Description: Information on the scheduling, planning, organization, and participation in audits which examine, analyze, assess, and review the activities of the Security Service and its management to determine the effectiveness and efficiency of the organization and management controls. *Topics:* Questionnaires; inspection and interview reports; audit reports containing findings and recommendations; and remedial action taken by audited areas.

Manual

- Security Service Operational Manual

RCMP-790
Scientific, Technical and Operational Support

Description: Information on the technical electronic support to Security Service Investigations through the provision of equipment and expertise in the field of audio and visual or physical surveillance; also the voice identification program and the Official Secrets Act, Section 16. *Topics:* Section 16 Official Secrets Act Warrants; preparation and evaluation of plans to lawfully intercept communications; recorded intercepted information; research, development and acquisition of technical equipment; voice identification analysis and surveillance logs; and multilingual translation services. Information under this class may include personal information which must be accessed under the Privacy Act. *Retrievability:* Files are arranged by project, topic, and name of individual. *Storage Medium:* Microfilm and tape.

Manual

- Security Service Operational Manual

RCMP-800
Computer Systems

Description: Information on the development, implementation, and operation of the Security Service automated database systems. *Topics:* EDP research studies for Security Service applications; analysis, design, development, feasibility, implementation, and maintenance of vendor-supplied operating systems or proprietary software and reports; and user programming assistance and consulting services.

Manuals

- Vendor-supplied Manual
- EDP Report and Plan

Background

At the time of Confederation, the British North America Act made the Census and statistics a responsibility of the Government of Canada. For many years, the development of statistical programs was conducted mainly under the auspices of various departments of the federal government. The first decennial censuses after Confederation was conducted through ad hoc arrangements under successive census commissioners: for example, the Statistics Branch of the Department of Agriculture was given the responsibility for carrying out the 1911 Census.

In 1918, Parliament passed legislation establishing the Dominion Bureau of Statistics (DBS). This legislation envisaged a central statistical system and in the following years, various statistical activities previously carried on by the Department of Agriculture and several other government departments were brought together under the new DBS. In 1971, Parliament passed further legislation concerning the Statistics Act, which among other things, changed the agency's name to Statistics Canada. Today, Statistics Canada is a separate agency of the government reporting through the Minister of Supply and Services. It is the core of Canada's national statistical system, one of the largest centralized statistical systems in the western world.

Mandate and Objective

The mandate of Statistics Canada as defined by Section 3 of the Statistics Act, 1971, is:

- to collect, compile, analyze, abstract and publish statistical information on the commercial, industrial, financial, social, economic and general activities and condition of the people.

- to collaborate with departments of government in the collection, compilation and publication of statistical information, including statistics derived from the activities of those departments.

- to take census of the population of Canada and the census of agriculture of Canada as provided in this Act.

- to promote the avoidance of duplication in the information collected by departments of government.

- generally, to promote and develop integrated social and economic statistics for the whole of Canada and each of the provinces and to co-ordinate plans for the integration of such statistics.

The program objectives of Statistics Canada are to collect and publish in impersonal format statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use, and to provide leadership, professional expertise and co-ordination in such efforts.

Structure of the Organization

The basic organization unit at Statistics Canada is the division, which is responsible for managing a statistical program or providing a common central service for either internal users or the public. The first type of division is referred to as a subject matter division, the latter a service or operational division. Divisions with related or shared responsibilities are organized into branches. Branches are grouped into fields reporting to Assistant chief statisticians, who in turn report to the Chief Statistician.

The agency is divided into two major production sectors, one responsible for social statistics, the other for economic statistics. These two sectors are supported by systems and data processing, and communications services. Other groups perform functions in the areas of management practices, general operations, personnel and finances.

Sources of Information

In keeping with its mandate and objective, Statistics Canada undertakes to collect information describing the "commercial, industrial, financial, social, economic and general activities and condition of the people". This body of information is known as the national database. It is acquired through households, businesses and industries, social institutions and governments at all levels. By statutory requirement, Statistics Canada also conducts censuses of population and agriculture at prescribed intervals. The surveys are conducted on either a sample or a census basis in a variety of ways: by questionnaire mailed out to the respondent, by interview (in person or by telephone), and by accessing the administrative files of social institutions and government departments.

The basis statistics thus obtained are published in their own right. Many of these also provide inputs to the set of secondary, or derived, statistics known as the System of National Accounts. Identical or reconcilable concepts, definitions and classifications are applied throughout Statistics Canada. Thus acquire mutual consistency, so that disparate sets of statistics can be brought together for meaningful analysis.

Dissemination of Information

Statistics Canada has devoted considerable effort towards promoting the dissemination and understanding of the information it produces. In fact, a large volume of information, including special tabulations, is released in response to inquiries from users, be they federal, provincial, or municipal organizations, private associations and institutions, or the general public. Statistics Canada has, therefore, developed various products and services to facilitate access to and understanding of its information. This information goes far beyond statistical outputs and includes methodology, processes, definitions, classification criteria and assessments of the quality of the data.

Products

The objective of publishing statistical information has traditionally been met by an extensive range of conventional print publications. However, in recent years more sophisticated media of distribution such as computer tapes, access to data banks and microform have been introduced.

Statistics Canada publishes aggregates and summary tables of almost all the data that it collects. These data are obtained from all commercial, industrial, financial and government organizations in Canada as well as from individuals. They cover all aspects of the operations of commercial, private and government organizations. They also provide a comprehensive social and economic picture of such segment of Canada's population. It is to be noted, however, that the published data represent only a fraction of the output which could be produced from the data collected. Special tabulations are often prepared to meet specialized requirements of users.

The Statistics Canada Catalogue lists the publications that contain statistical data, related reference material, special studies based on statistical data, or descriptions of Statistics Canada services and operations. One publication (Listing of Supplementary Documents, Catalogue No. 11-207) lists non-catalogued material of particular interest to technically specialized clienteles. Catalogued publications may be purchased from the Publications Distribution Section of

Statistics Canada. Copies of supplementary documents may be ordered from the Library.

Many publications may be ordered directly from Statistics Canada in microfiche form. All publications ever issued by Statistics Canada are available on microfiche from Micromedia Ltd.

CANSIM is Statistics Canada's publicly accessible machine readable database and retrieval system. The CANSIM main base contains over 300,000 time series from Statistics Canada data, the Bank of Canada Review, selected U.S. Statistics, and from the Quebec Statistical Review. The CANSIM cross-classified module contains census data and data on social phenomena in the fields of health, education, justice and others.

Both the main base and the cross-classified module may be accessed from Industrial Life Technical Services. Other service bureaus offer access to subsets of the CANSIM main base. For further information, please contact the CANSIM Division at Statistics Canada.

Several areas of Statistics Canada make data available on magnetic tapes. For more information, please consult the User Services Division.

The Statistics Canada Daily, which announces the official release of all of the agency's statistical information, is produced each working day and sent to the national press and broadcast media as well as interested individual subscribers. Infomat, a weekly summary of information published by the bureau, is distributed in the same way.

Services

Statistics Canada provides a number of services to help users locate and interpret the data they require.

User Services

Foremost among the services provided are the Inquiries, Professional Consultation and Educational services available at Regional Reference Centres. Their addresses are provided further on in the text. Staff in these offices are equipped to assist with most questions likely to arise concerning the supply and application of data to user problems. In addition, expert advice on source surveys and more complex applications of data can be obtained from subject matter specialists in the agency. Should users require to communicate directly with these specialists, addresses and telephone numbers can be supplied from any Regional Reference Centre.

Statistics Canada has a Central Inquiries unit in Ottawa and User Services staff in eight cities across the country. Toll free telephone lines to these centres are available. The services offered are outlined below.

Inquiry Service

This Service answers requests for statistical data by telephone, letter and from visitors. In addition, it provides:

- a collection of all recent Statistics Canada publications as well as certain historical ones for public reference;
- tabulations of certain unpublished data and other selected government statistical publications for public reference; and
- study areas for visitors.

Professional Consultation Service

The Service assists both experienced and inexperienced users with data problems by:

- arranging direct access to CANSIM, Statistics Canada's machine-readable database system; and
- providing feedback to Statistics Canada on the statistical needs and problems of users.

Data Distribution and Promotion Services

This unit takes orders for all Statistics Canada's publications and related material such as census maps and microfiche. It also:

- retrieves data directly from CANSIM;
- provides public copying facilities for printed materials and microfiche; and
- arranges displays to promote the use of statistical data.

Education Service

The Service provides booklets on finding and using statistics and distributes copies of the Statistics Canada Catalogue of Publications. In addition, it

- holds workshops and seminars for users on subjects of special interest, on request;
- visits educational institutions to speak on statistical subjects, on request; and
- arranges local training courses on statistical subjects, such as basic questionnaire design and sampling techniques.

Statistics Canada Library

The Library provides reference materials and library services to support the research and administrative activities of the agency's staff. It also makes its resources and services available to other government departments and the general public.

The Library's main holdings are the field of socio-economics and supporting related disciplines. A collection of approximately 100,000 volumes and more than 3,000 regularly received periodicals is maintained. The Library also houses a collection of publications by Statistics Canada and their predecessors which date from 1841, Canadian and foreign government documents and extensive supporting monographs from the socio-economic field together with the required bibliographies, indexes and other reference tools.

The Library offers accommodation for reading and reference work in the public reading room area on the second floor of the R.H. Coats Building in Tunney's Pasture, Ottawa. Carrels are provided for the patrons' use; private studies may be reserved for individual research.

Census Pension Searches

The objective of the census pension searches program is to provide proof of age, place of residence, family relationships or length of residence in Canada from historic Census records and 1940 National Registration Records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other administrative records are preferred but no longer exist, or as in a number of cases, were never issued.

Co-ordinator, Access to Information and Privacy

A basic element of the Statistics Canada mandate is to provide information to any interested party on the wide range of subjects which the agency surveys and analyzes. Accordingly, Statistics Canada responds to thousands of inquiries each year through the established services described above. This practice will continue. In addition, to meet the requirements of the Access to Information Act, Statistics Canada has appointed a Co-ordinator of Access to Information whose principal duty will be to ensure that people, whose requirements for information are not met by existing services, will be able to formally exercise their legal rights to information held by the agency.

Key Contacts

User Services Division
Central Inquiries
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 992-4734 or 996-5254

Publications Distribution Section
Production and Support Services
Statistics Canada
Ottawa, Ontario
K1A 0V7
Telephone: (613) 992-3151

CANSIM Division
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 995-7406/0575

Statistics Canada Library
Ottawa, Ontario
K1A 0T6
Telephone: (613) 992-0673

Census Operations Division
Census Pension Searches Unit
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 995-4614

Micromedia Ltd.
5th Floor
144 Front Street West
Toronto, Ontario
M5J 2L7
Telephone: (416) 593-5211

Industrial Life Technical Services Inc.
99 Bank Street
Ottawa, Ontario
K1P 6G8
Telephone: (613) 238-7886

Formal Access Procedures

Please address any formal requests to the office of:

Co-ordinator, Access to Information and Privacy
Statistics Canada
Ottawa, Ontario
K1A 0T6
Telephone: (613) 992-1214

Regional Reference Centres

Newfoundland

Advisory Services
Statistics Canada
Viking Building, 3rd Floor
Crosbie Road
St. John's, Newfoundland
A1B 3P2
Telephone: (709) 737-4073

Nova Scotia

Advisory Services
Statistics Canada
1256 Barrington Street, 3rd Floor
Halifax, Nova Scotia
B3J 1Y6
Telephone: (902) 426-5331

Quebec

Advisory Services
Statistics Canada
Alexis Nihon Plaza
1500 Atwater Avenue, 7th Floor
Montreal, P.Q.
H3Z 1Y2
Telephone: (514) 283-5725

Ontario

Advisory Services
Statistics Canada
Lobby, Coats Building
Ottawa, Ontario
K1A 0T6
Telephone: (613) 992-4734

Advisory Services
Statistics Canada
25 St. Clair Avenue East, 10th Floor
Toronto, Ontario
M4T 1M4
Telephone: (416) 966-6586

Manitoba

Advisory Services
Statistics Canada
General Post Office
266 Graham Avenue, Room 602
Winnipeg, Manitoba
R3C 0K4
Telephone: (204) 949-4020

Saskatchewan

Advisory Services
Statistics Canada

530 Midtown Centre
Regina, Saskatchewan
S4P 2B6
Telephone: (306) 359-5405

Alberta

Advisory Services
Statistics Canada
1010 - 101st Street, Suite 215
Edmonton, Alberta
T5H 4C5
Telephone: (403) 420-3027

British Columbia

Advisory Services
Sttistics Canada
1145 Robson Street, Main Floor
Vancouver, British Columbia
V6E 3W8
Telephone: (604) 666-3691

Toll-free access is provided in all provinces and territories, for users who reside outside the local dialing area of any of the Regional Reference Centres:

Newfoundland and Labrador Zenith 07037

Nova Scotia, New Brunswick and Prince Edward Island 1-800-565-7192

Quebec 1-800-361-2831

Ontario 1-800-268-1151

Manitoba 1-800-282-8006

Saskatchewan 1(112)-800-667-3524

Alberta 1-800-222-6400

British Columbia (South and Central) 112-800-663-1551

Yukon and Northern British Columbia (area serviced by NorthwesTel Inc.) Zenith 08913

Northwest Territories Zenith 22015

Statistics Canada Records

A primary role of Statistics Canada is to disseminate all of its statistical information as a service to users. The agency is one of the country's major publishers of information. The information it produces covers a broad spectrum of human and social activities and is acquired through very complex technical processes and the effort of hundreds of people.

Statistics Canada holds records, therefore, not only on hundreds of topics, but also on all phases of the production of statistics, research and planning methods and procedures for the collection and compilation of data. The agency also holds records on consultation with users, analysis of statistics, production of abstracts and compendia, provision of services and dissemination of information outputs. The public may request access to any of these above as well as to documents containing administrative, financial and operating data.

In order to identify and categorize information gathered by surveys, various classification structures are used. Most of these are peculiar to a particular survey or group of surveys. However, four classification structures (Commodities, Industries, Occupations and Geographical Areas) are widely used both within Statistics Canada and other organizations. They are available from the Publications Distribution Section.

To simplify the process of locating information, the "Descriptions" of Classes of Records which follow identify the subject matter "Topics" handled by each area. Once a "topic" has been identified and located in a particular entry, all statistical and peripheral information related to it can be obtained by specifying the type of information required. For example: sample size for the price index; sources of statistics on sales of alcoholic beverages; probability of error associated with the Labour Force Survey sample. It is felt that all records held by the agency can be accessed in this manner.

It should be noted that the topics are of necessity broad in scope and only represent a summary of the file content. The description of the function of each division provides additional indications of the type of records likely to be found there. One request, User Services will provide additional assistance to locate information at a much more detailed level.

Confidentiality

The guarantee of confidentiality embodied in the Statistics Act is seen by Statistics Canada as an essential element to the effective performance of its role. The Access to Information Act and the Privacy Act tend to support this principle. Statistics Canada cannot accept any request for information which contravenes the confidentiality of the Act, unless explicit legislative provision is made for an exception.

Storage Media

Data collected by Statistics Canada are usually transcribed into machine readable form. Supplementary materials such as correspondence, manuals, instructions, memoranda and notes are usually stored only in hardcopy (paper) form. However, frequently updated material, such as some manuals, may be stored in machine readable form to be handled by word processing equipment. In addition, certain material may exist on microform (microfilm or microfiche). Unless otherwise stated in Retrievability: found under the "Description" section of each Class of Records, statistical data are stored in machine-readable form and all other material is stored as hardcopy and filed by subject. Within a particular topic, material may be further classified by census year, geographical area, company or name of institution.

Reference Years

Dates shown after certain topics are the last dates for which that information is available.

Manuals

The accuracy and reliability of statistical data depend to a large extent on the process by which they are obtained. The process is complex and varies with different types of statistics: therefore a methodology has to be established for each survey and for each statistics production activity. As a result, several instruction manuals are developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the Topics. Other manuals used by the agency are listed with the appropriate Classes of Records.

Office of the Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister responsible for Statistics Canada (the Minister of Supply and Services) who advises on matters pertaining to statistical programs of the departments and agencies and supervises generally the administration of the Statistics Act and controls the operations and staff of Statistics Canada.

Departmental Secretariat

The Secretariat serves as the principal focal point for liaison with the Minister responsible for Statistics Canada, other ministers, and Members of Parliament generally.

The Statistics Canada related functions of the Secretariat include staff support to the Chief Statistician, the Policy and the Executive Committees as well as liaison with various management committees. In support of the Minister, the Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues related to Statistics Canada's programs and policies. It is also responsible for review and control of official government documentation.

Social Statistics

This Field conducts a wide range of statistical programs designed to provide information on demographic, social and related economic conditions in Canada. It measures the characteristics, conditions and activities of people, the institutional framework in which they are employed and the social institutions structured to care for their social needs.

The Field is headed by an Assistant Chief Statistician with responsibility for Census and Household Statistics, Institutions and Agriculture Statistics, Methods Development as well as an Operations Branch. To support its programs, the Field has groups specialized in the areas of research and analysis and statistical projections.

Classes of Records

SC-10
Field Operations

Description: Information on the overall functions of the Social Statistics Filed. *Topics:* Field policies; plans and programs; requests; public relations; census project team management; census research and methodology.

SC-20
Population Studies

Description: Information on the provision of analysis and advice on population survey programs, assistance to users in the application of population statistics and advice to departmental officials on policy and procedural matters in the production of statistics and related analyses.

Methods Development Branch

SC-30
Survey Methods Division

Description: The central methodology groups within the Field are responsible for achieving the most effective balance between the cost of data collection and the quality of statistical output. They are also responsible for focusing research and development efforts on issues and problems common to a variety of individual surveys or censuses. The records provide information on methodological issues and research on survey design and estimation techniques. *Topics:* Planning; work plans; work programs; editing; imputation; faulty and missing data; quality control; record linkage; sample design; estimation procedures. *Storage Medium:* Microfiche.

SC-40
Administrative Data Development

Description: The administrative Data Development program was established in 1979. Its records provide information on the study and development of methods and approaches to explore the statistical potential of administrative data files from other federal or provincial institutions for small area social statistics as an alternative or complement to direct data collection through censuses or surveys.

SC-50
Geography

Description: Information on geographically referenced data; current census boundaries; and specifications for maps and bulletins. *Topics:* Municipal boundaries; street names; geographic concepts; geographical reference data; geostatistical areas - provinces, census divisions, countries, regional municipalities, regional districts, cities, towns, villages, townships, census tracts, census metropolitan areas, enumeration areas; street indexes for large (50,000 +) urban areas; enumeration area maps; geostatistical area maps. *Retrievability:* Enumeration area maps are held on microfilm.

Census and Household Statistics Branch

This Branch conducts surveys of households to produce statistics on the socio-economic characteristics of individuals and families; it is involved in the conduct of censuses of population, surveys on income and expenditures, labour force surveys and special surveys. Its main focus is on subject matter and analysis.

Classes of Records

SC-60
Housing and Social Characteristics

Description: The Division is responsible for a broad range of data produced primarily from the census. It carries out research and analysis of census data and other household survey data to publish reports on the socio-economic characteristics of the population and subsets of the population. The data produced is at the individual, population, family, household and dwelling levels. The records provide documentation and files of projects concerned with the production phases of the operation.

SC-70
Economic Characteristics Division

Description: The Division provides resources for the analysis and evaluation of labour market related data and it responds to special requests where expert subject matter knowledge is required. It develops conceptual frameworks and operational definitions for measures of labour supply data. It also develops the complex derivations from micro-data and specifies all labour related output variables and tables. It determines the content of labour force survey questionnaires and related instructions such as coding, edit and imputations, and other micro-data manipulation logic. The records contain documentation associated with this research and development work.

SC-80
Demography Division

Description: The Division is responsible for two major areas. The Population Estimates and Projections Subdivision prepares annual post-censal estimates and periodic projections of population, households, and families for Canada, the provinces, and other smaller areas of the country. The annual estimates of population for Canada and the provinces are used, as required by legislation, in the administration of the Fiscal Arrangements and Established Programs Financing Act, 1977, and the Canada Student Loans Act, 1964-65. The Demographic Characteristics section develops the demographic content of censuses and surveys and analyzes the resulting data. The records provide both areas of responsibility. *Topics:* Population estimates and projections; emigration; immigration; interprovincial migration; post-censal, household and family estimates; components of population growth - births, deaths, migration; demographic characteristics - age, sex, marital status, place of work.

Consumer Income and Expenditure Division

The Division is responsible for providing information on family expenditure data, household facilities and equipment and incomes of Canadian families and individuals.

Classes of Records

SC-90
Family Expenditures

Description: Family Expenditure data are obtained by sample survey. The Family Expenditure Survey is cyclical in nature, involving periodic recall and diary surveys of varying sample sizes, with the survey cycle being linked to the revisions of the Consumer Price Index. The records provide estimates of expenditures by families and unattached individuals living in private households, covering their complete budgets. *Topics:* Food expenditures and quantities; family expenditures; interpretive data (family characteristics, facilities and ownership characteristics); weights for CPI (index construction).

SC-100
Household Facilities and Equipment

Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records provide information on the equipment and facilities available within individual households. *Topics:* Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; washing machines; vacuum cleaners; sewing machines; telephones; radios and television sets; record players and tape recorders; tenure and number of rooms per dwelling; size of household; households with automobiles; garages; selected sporting and recreation equipment.

SC-110
Consumer Finance

Description: The survey of Consumer Finance is an annual household survey designed to measure the distribution of income and provide other yardsticks of the economic well-being of Canadian families and individuals. Every second year the survey is carried out in conjunction with the Labour Force Survey; in the alternate years it is conducted as an independent survey on a small sample but with greater analytic content. The records provide information on income and other indicators of economic well-being of families and individuals. *Topics:* Annually - wages and salaries; self-employment income; investment income; transfer payments received; retirement pensions; other money income; income taxes; total money income; income after taxes; selected family characteristics; selected personal characteristics. Occasionally - family assets, family debts, family wealth.

Operations Branch

The Branch comprises divisions involved in conducting censuses of population, household surveys, including the monthly Labour Force Survey. It focuses on data collection, processing and publication.

Census Operations

The Census of Population and Housing is a national inventory of Canada's key socio-economic phenomena. It is the only means by which many socio-economic statistics are reliably produced for small areas. Its coverage extends to every person in the country. The questions asked are selected on the bases of comprehensive and carefully organized consultation with representatives of virtually every recognizable user community. Census estimates are the most widely used body of data produced by Statistics Canada. They also serve as benchmarks for the weighing of other household statistics.

The Census Operations Division is responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial census of population. Activities of the Division range from the development, testing and production of the census questionnaire package to the final retrieval and dissemination of tabulated results. Included in the process is the hiring, training and supervision of some 40,000 enumerators, the pre-computer manual processing of some nine million questionnaires, the resulting data entry and the highly sophisticated computerized edit and imputation of data. Supporting these collection and processing operations is an equally important public Communications team responsible for publicizing Census activities from the time of data collection to marketing of the final output. The data are derived from the Census micro-database which occupies six disk packs, each containing some 300 million bytes of information. As an aid to users of census data, various reference documents and manuals are also produced which describe contents and limitations of the database variables.

Manuals

- Census Catalogue
- Census Dictionary of Terms
- Map Catalogue
- Data Catalogue

Classes of Records

CS-120
Census Operations

Description: Census records are maintained in two formats: microfilm copies of the original questionnarie and machine readable data stored in the Census micro-database. Information from completed questionnaires dating back to 1971 has been transferred to computer tape or disk and is available in aggregate form only. Names and addresses of individuals are not contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. *Topics:* Geographical areas; urban and rural distributions; population characteristics - fertility, name, sex, age, marital status, number of children, school attendance, vocational training, ethnic group, religious denomination, mother tongue, language spoken, birthplace, citizenship; household size; household type; family characteristics; family income; dwelling characteristics - facilities and equipment, fuels, water supply, sewage disposal; labour force characteristics - age, sex, marital status, schooling, work experience, wages and salaries, occupation, industry; business characteristics - location, size and type of operation; census representatives' visitation records. *Storage Medium:* Publications, User Summary Tapes, Public Use Sample Tapes and Microform.

SC-130

The 1940 National Registration Records Division

Description: In addition to Census records, the Census Pension Searches Unit of the Census Operations Division, also maintains custody of the 1940 National Registration records. This information, which results from a compulsory registration of all persons 16 years of age or older int he period 1940-46 is subject to the same confidentiality constraints as Census records and is available only to the person named in the records. *Topics:* Name; address; age; date of birth; conjugal status; dependents; country of birth (family data); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills; war-time circumstances, previous military service. *Retrievability:* Information contained in the microfilmed records of the 1891, more recent censuses and the 1940 National Registration Records is confidential and available only to the person named in the records. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census and 1940 National Registration Records" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa. Aggregate data from the Census microdata-base is available to the public. Requests for such information should be directed to Central Inquiries Unit, Statistics Canada, Ottawa.

SC-140

Special Surveys Division

Description: The special surveys program provides a capacity to develop and carry out occasional or ad hoc household surveys. Most such surveys are conducted as supplements to the monthly Labour Force Survey, although they may be carried out quite independently on separate sample frames and using totally different survey methodology. The majority of the work carried out by the special surveys staff is sponsored (funded) by other federal departments or agencies, and occasionally by provincial or other sponsors, although Statistics Canada reserves the right to publish the survey results and in fact disseminates a considerable amount of data collected through the supplementary surveys program. Records contain information on the operations of the supplementary surveys. *Topics:* Recent (1978 or later) surveys: work patterns, leisure-time activities, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of post-secondary programs, labour market comparison, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C. (see Manual Z-036B for detailed breakdowns); earlier surveys (before 1978) - demography, education, health, and the labour market (see Manuals Z-034E and Z-035B below, for detailed breakdowns).

Manuals

- Z-034E Surveys Supplementary to the Labour Force Survey (January 1966 to December 1975) - description of the surveys conducted during the period and a listing of the publications based on the data of each survey

- Z-035B Supplementary Surveys to the Labour Force Survey (January 1976 to December 1977) - description of the surveys conducted during the period and a listing of the publications based on the data of each survey

- Z-036B The Program of the Special Surveys Group - overview of the operations of the Special Surveys Group and a description of the surveys conducted in 1978 and 1979

SC-150

Labour Force Survey

Description: The largest continuing survey program carried out by Statistics Canada is the monthly Labour Force Survey. This survey is conducted by personal and telephone interviews with some 56,000 households across Canada. The records contain information on levels and trends in the composition, activities and characteristics of the Canadian labour force. Data is available at the detail level of selected Census Metropolitan Areas, selected economic regions and the provinces. *Topics:* Actual and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work. *Storage Medium:* Microfiche. (See Labour Division.)

Institutions and Agriculture Statistics Branch

This Branch records the significant events in people's lives: births, deaths, marriages and divorces, moves from one community to another, sickness, criminal offences and educational achievements. It covers the activities which are common to our daily lives, such as travel, leisure and recreational pursuits, community and participation in cultural events.

It also covers the institutions which support the nature and quality of life. These include hospitals, nursing homes, universities and colleges, libraries, police forces, courts, radio and television, newspapers and the performing arts. The Branch provides information as well on science and on the agricultural industry.

Administrative records form the basis of a significant proportion of the output of this Branch. The administrative records of large social institutions and of government shave served as a source of the database and as a result, a substantial range of national information exists about the institutions of health, education and crime and about their client populations. Similarly, information is being derived from administrative records about economic aspects of government such as revenues, expenditures and employment of departments, agencies, corporations, boards and commissions at all levels of government. Other administrative records of government are also used to produce statistics about the population and its activities as it comes in contact with the state. A notable example is the registration of births, deaths and marriages.

The Branch is supported in its activities by an operation division, a survey methods division and a newly formed research development and analysis group.

Health Division

The Division is responsible for the production of statistics on the health of the Canadian people, the occurrence of illnesses, the distribution, cost and availability of health care and treatment, vital statistics (births, deaths, marriages and divorces) and statistics on the Canadian Social Security System. This information originates in large part from provincial administrative files. A large database measuring the health status of the population exists for the period 1978-79.

Classes of Records

SC-160
Institutional Care

Description: Information on the operation of a statistical system which provides data on patients hospitalized for a disease condition or surgery; patients with psychiatric conditions; and legal therapeutic abortions. *Topics:* Therapeutic abortions; hospital morbidity; mental morbidity; mental health; in-patient disease treatment.

SC-170
Operation of Health Institutions

Description: Information on the operation of a statistical system measuring the operation of health institutions including special care facilities, mental institutions and residential care facilities; and on the development and operation of workload measurement systems covering various activities in hospitals and care facilities. *Topics:* Agreements with provinces for the conduct of survey activities; Canadian hospital terminology and definitions; hospitals - type, ownership, capacity; list of Canadian hospitals and other related care facilities; a project to merge hospital and morbidity data (1976-77); mental health institutions; special-care facilities; tuberculosis institutions (1975); unit value schedule associated with workload measurement. *Storage Medium:* Microfilm.

SC-180
Health Manpower

Description: Information on the operation of a statistical system to provide information on various professional and technical categories of health personnel, including employment patterns, workloads, and turnover rates and salaries. *Topics:* Hospital nursing personnel and public health nurses; chiropractors; dental hygienists; medical laboratory technicians; nursing assistants; occupational therapists; physiotherapists; radiological technicians; registered nurses. *Storage Medium:* Microfilm.

SC-190
Vital Statistics and Disease Registries

Description: Information on the operation of a statistical system to monitor registers on cancer, tuberculosis, renal failure and notifiable diseases; and on occupational health studies. *Topics:* Agreements with provinces for the provision of vital statistics; birth; cancer incidence ad mortality; causes of death; divorce; infant mortality; life expectancy; life tables, marriage; notifiable disease; registration of vital events; renal failure; suicide; tuberculosis incidence. *Storage Medium:* Microfilm.

SC-200
Social Security Program

Description: Information on summary statistical information on social security programs sponsored by the federal or provincial governments of Canada. *Topics:* Medical care; hospital insurance and diagnostic services; Unemployment Insurance; Canada and Quebec pension plans; Family Allowances and related programs; Old Age Security and Guaranteed Income Supplement; social allowances and services; Workmen's Compensation; legal aid; criminal injuries compensation; public assistance.

SC-210
Nosology Reference Centre

Description: Information on the elaboration of a common national approach to the classification of diseases, their cause and medical intervention procedures. *Topics:* International classification of diseases; Canadian classification of diagnostics; therapeutic and surgical procedures; disease coding; death coding.

SC-220
Health Research and Analysis

Description: Information on research and analysis studies directed at issues in the health services sector and a program to make users more aware of available information. *Topics:* Directory to selected health data; health statistics compendium; health and economic activity; health indicators; hospital use; life table; Canada Health survey.

SC-230
Health Statistics Development

Description: Information on the development of a statistical program to extend the scope of health and social security statistics. *Topics:* Community service statistics development; accident statistics development.

Justice Division

The Canadian Centre for Justice Statistics, established in 1981 to replace the Justice Statistics Division, operates as a Statistics Canada satellite. Its purpose is to produce statistics and information on the incidence of crime and the administration of criminal, civil and administrative justice in Canada. The Centre works in partnership with the numerous provincial and federal departments and agencies responsible for the administration of justice which supply raw data (e.g. provincial courts) to produce statistics which are comparable among the provinces and for Canada as a whole. The program also includes a component designed to assist provincial agencies to develop systems which can provide necessary data to the Centre for national statistics programs.

The Centre is assisted in its task by a number of formal committees addressing policy-oriented as well as technical issues. They are the Justice Information Council, which is a senior federal-provincial standing committee composed of all Deputy Ministers responsible for Justice from across Canada, together with the Chief Statistician; the Liaison Officer Committee, a continuing committee composed of representatives of all the Justice Information Council members, and program committees which provide expert advice on each specific sector program within the Centre.

Classes of Records

SC-240
Correctional Programs

Description: Information on the delivery of custodial and non-custodial adjust correctional services in each of the provincial, territorial and federal jurisdictions. *Topics:* Statistical summaries feature caseload indicators, offender characteristics, and expenditure data; narrative summaries examine organizational structures, administrative procedures and correctional programs.

SC-250
Criminal Courts

Description: Information on the operation of adult criminal courts in Canada. *Topics:* Manpower and costs associated with the administration of courts; caseload, disposition and adult offender data now under development.

SC-260
Homicide

Description: Information on manslaughter, infanticide and murder. *Topics:* Cases reported to the police showing incidents; victims and accused; court procedures; relationship between the accused and victim(s); social data on the victims and the accused.

SC-270
Uniform Crime Reporting

Description: Information on police administration, crime and traffic. *Topics:* Offences by adults and juveniles; all types of offences including criminal code, provincial and municipal statute offences; police force manpower; traffic offences and accidents; police - federal, provincial, municipal, railway, industrial and National Harbours Board; provincial police commissions.

SC-280
Family Courts

Description: Developmental project to gather statistics from courts handling family matters. *Topics:* Not yet determined but may include basic caseload, enforcement of maintenance, etc.

SC-290
Administrative Tribunals

Description: An inventory and comparison of federal and provincial administrative boards, commissions, tribunals, etc. in Canada. *Topics:* The powers and authority of each tribunal; internal operations; activities; appeals.

SC-300
Juvenile Offenders

Description: Information on juvenile offenders appearing in juvenile and family courts in Canada. *Topics:* Charge, adjudication, disposition, juvenile age and sex.

Agriculture Division

The Agriculture Statistics program provides data on the supply of food commodities (i.e. production and inventory levels), data on the levels of returns to resources used in farming and data on the economic welfare of farmers.

The Agriculture Statistics program consists of a quinquennial census of agriculture which produces a comprehensive micro-database of primary production units. This generates disaggregated data on the structure and characteristics of the farm sector as well as a base for an intercensal program of crop acreage, yield and production estimates, estimates of livestock and poultry inventories on farms and an integrated set of farm income and expenditure accounts. The intercensal program depends on farm surveys and administrative data.

Classes of Records

SC-310
Census of Agriculture

Description: Information on quinquennial and decennial censuses of agriculture. *Topics:* Number of farms; areas; tenure; crops; livestock; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; entrants to and exiters from farming occupation. *Storage Medium:* Data available in printed volumes, graphic presentations, photocopies of tabulations, microfilm, microfiche, user summary tapes, and special tabulations. *Retrievability:* Most information is available from Publications Distribution Section. User summary tapes and special requests are handled directly by the User Services section of Agriculture Division.

SC-320
Crops

Description: Information on measurements and forecasts of area, yield and production, as well as stocks and movement of most crops grown in Canada. *Topics:* Field crops; grain marketing; horticulture; per capita food disappearance. *Storage Medium:* Microfiche.

SC-330
Farm Income and Prices

Description: Information on farm financial accounts. *Topics:* Farm cash receipts; farm expenditures; expenses; farm net income; inventory changes; farm prices and indexes; farm debt; value of farm capital; wages paid to hired farm help; number of farms. *Storage Medium:* Microfiche.

SC-340
Livestock and Animal Products

Description: Information on production and per capita disappearance of meats and animal products; wool production; dairy statistics; stocks of frozen food stocks. *Topics:* Inventories; actual and forecast births and deaths; cold storage; dairy products; fur; poultry and eggs; livestock slaughter; wool. *Storage Medium:* Microfiche.

Education, Science and Culture Division

This Division is responsible for three separate programs. It collects and disseminates statistics on: students, teaching staff, and finances of all educational institutions; culture; travel, tourism, and recreation; science and technology.

The Cultural Statistics program was initiated following a Cabinet decision in 1972 to meet specific requirements of the Department of the Secretary of State. Associated with this program is the Travel and Tourism Statistics program which carries out surveys on behalf of such sponsors as the Canadian Government Office of Tourism and Transport Canada. These surveys are funded by the sponsors.

The Science Statistics program is carried out by the Science Statistics Centre, a Statistics Canada satellite physically co-located with the Ministry of State for Science and Technology. Its objectives are established jointly by the two departments.

Classes of Records

SC-350
Elementary-Secondary Education

Description: Information on teaching staff, enrolments, minority and second-language education, and interprovincial and international migration of children. *Topics:* Students; teachers; facilities and transportation (1971-72); boards and trustees; private schools, kindergartens, nurseries (1974-75); schools for the blind and deaf; enrolments, attendance and withdrawals (1975-76); interprovincial movement of children; minority language programs; adult education (1978-79).

SC-360
Post-Secondary Education

Description: Information on enrolments and full-time teaching staff in community colleges and universities; degrees granted by universities; tuition fees and living accommodation costs for university education. *Topics:* University students; community college students; university degrees, diplomas, certificates; university tuition fees and accommodation costs; full-time university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education (1978-79).

SC-370
Education Finance

Description: Information on expenditures of governments, school boards and universities for all levels of education. *Topics:* Financing;

estimated, budgeted and actual expenditures for educational institutions; student aid (1972-73); education price index; financial information system for school board revenues and expenditures.

SC-380
Projections and Special Studies

Description: Projections of basic education statistics at the beginning of the school year; socio-economic studies on education. *Topics:* Projections; future trends; effects of population trends on enrolment; labour force demand and supply; comparative education indicators; university teaching staff.

SC-390
Cultural Institutions

Description: Information on facilities provided by and expenses of cultural institutions. *Topics:* Libraries; museums; theatres; art galleries; cultural facilities; cultural expenses.

SC-400
Cultural Industries

Description: Information on characteristics of industries producing cultural goods and their products. *Topics:* Book publishing; performing arts; recording industry; newspapers; periodicals; radio; television; literary awards; journalistic awards; film production, distribution and exhibition.

SC-410
Cultural Activities of Canadians

Description: Information on individuals as creative artists and performers or as users of cultural goods and services. *Topics:* Painters; sculptors; writers; actors; directors; readers and other participants.

SC-420
Travel, Tourism and Recreation

Description: Information on travel habits, sports and recreational activities. *Topics:* Domestic travel; travel to work; outdoor recreation; recreational activities; commuting habits; travel expenditures; vehicles; public transportation; travel agencies; plant facilities (accommodation, restaurants, parks, airports); conventions; recreation equipment; vacation homes; travel industry problems; sports (also see International Travel, SC-540).

SC-430
Science Statistics

Description: Information on the nature, state and direction of science and technology in the public and private sectors. *Topics:* Science and technology in the federal government (by department and program); in Canadian industry (by selected industries); in private non-profit organizations; in certain provincial governments and in universities.

Economic Statistics Field

Economic statistics portray the performance of the national economy by establishing links between the price of goods and services, business finance, public finance and the national economy. They also provide comparisons between the Canadian and foreign economics.

The Economic Statistics Field is headed by an Assistant Chief Statistician who is responsible for the production of two main components of economic statistics:

- The System of National Accounts, which might be considered as the financial production accounts of the nation.
- Business Statistics, which describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. This program also measure the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products.

The Assistant Chief Statistician is also responsible for groups of specialized staff supporting the economic statistics program and working in methods and standards, and integration of economic statistics.

In addition, the Assistant Chief Statistician has responsibility for labour market analysis. The function of this group is to develop a focus for the integration and co-ordinated evolution of labour market information and its analysis by developing and maintaining an overview of currently available labour market information, carrying out appropriate analyses elsewhere in the system, integrating the various Statistics Canada labour information programmes where possible, formulating a conceptual framework for labour market information, and developing productive collaboration and liaison with other organizations, especially other federal government department information producers such as Employment and Immigration Canada and Labour Canada.

Classes of Records

SC-440
Field Operations

Description: Information on the overall functions of the Field. *Topics:* Field policies; plans and programs; automation; timeliness studies; projects and surveys.

SC-450
Integration

Description: Information on the conceptual integration of economic and social statistics; the development of social indicators; the design of an environmental statistics framework; the analysis and publication of social, environmental and urban statistics and indicators; working documents; and discussion papers. *Topics:* Social indicators; urban indicators; environmental statistics; social trends; time-use data; non-market production; microelectronics; land use; extension of national accounts; concepts, definitions.

Methods and Standards Branch

This new Branch brings together under one scientific head, various aspects of survey-taking hitherto spread out around the organization in order to improve the integrity of survey-taking within the Field.

Classes of Records

SC-460
Business Survey Methods

Description: The Division is responsible for methodological services to business surveys and in some cases for systems design and development. Its services are available to other divisions in Statistics Canada and to certain government and non-government agencies concerned with businesses. The records contain information on methodological issues and problems common to the business surveys. *Topics:* Concepts; definitions; index formulation; survey design and estimation; quality control; methodology of sampling frames; data linkage techniques; estimation procedures; data edit and audit; confidentiality; non-sampling errors.

SC-470
Time Series Research and Analysis Division

Description: This Division is organized as an applied research group. Its objective is to improve the quality of seasonal adjustments of economic time series and the analysis of the evolution of seasonality in the Canadian economy. It provides services to divisions which publish main economic indicators in seasonally adjusted form and services to the user community in general on seasonal adjustment and time series problems. The records hold information on fundamental research on seasonality and time series analysis. *Topics:* Time series; short series; Box-Jenkins (ARIMA) forecasting models; tests; indirect adjustment; seasonality; interpolation; benchmarks; polynomial seasonal adjustment methods; filters; X-11-ARIMA.

Manual

- The X-11-ARIMA Seasonal Adjustment Method (Catalogue No. 12-564E or F)

Business Register Division

This Division is responsible for the development and maintenance of a central register of firms and their constituant establishments for purposes of statistical collections. The Business Register master File lists businesses, institutions and similar organizations engaged in economic activity in Canada. The Division is also responsible for accessing statistical data from Revenue Canada taxation records to supplement or replace data collected by survey.

Classes of Records

SC-480
Business Profiles

Description: Information on the maintenance of the Business Register and the structure of reporting units. *Topics:* Business register specifications; release lists control; profiles of establishments; up-to-date names and addresses of businesses; profiling procedures. *Storage Medium:* Microfilm and microfiche.

SC-490
Taxation Data

Description: Information on the accessing of statistical data from taxation records of incorporated and unincorporated businesses. *Topics:* Access to T1 and T2 tax returns; professional and business tax returns; T4-T4A tax form summary; use of tax data for statistical purposes.

Standards Division

This Division develops standard classification systems for industries, commodities, occupations and geographical areas. It monitors their implementation, standardizes economic and social concepts and provides comprehensive survey-level documentation for each survey in Statistics Canada.

Classes of Records

SC-500
Standards

Description: Correspondence, research and background papers on the production of standard classification and concepts. *Topics:* Standard geographical classification; classification on land use; social concepts directory; principal commodity groups; standard commodity classification; standard classification of services; international standards; standard occupational classification, standard industrial classification, industrial segment classification, Statistical Data Documentation System.

Manuals

- Standard Commodity Classification
- Standard Geographical Classification
- Standard Industrial Classification
- Social Concepts Directory
- Standard Occupational Classification
- Inventory of Statistics Canada Questionnaires on Microfiche
- Guide to Federal Government Labour Statistics
- Industrial Commodity Classification

Small Business and Regional Data Division

This newly created Division will be responsible for providing more detailed data on small businesses and regional data.

System of National Accounts and Analysis

The system of national accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centered around the measurement of activities associated with the production of goods and services, and the sales of goods and services in final markets.

Gross National Product Division

This Division provides quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process. It also provides a picture of the key economic processes of production, income generation, sales to major markets, consumption and capital formation.

Classes of Records

SC-510
Gross National Product

Description: Information on the production of provincial and national accounts. *Topics:* Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy - persons, business, government and non-residents; estimates of production by industry; provincial estimates of personal income and provincial product and their components.

Manual

- System of National Accounts (Catalogue No. 13-549E)

Industry Product Division

This Division produces monthly, quarterly and annual measures of the current and constant price value of production for individual industries (approximately 200 according to the Standard Industrial Classification), the total economy and a number of special industry aggregates.

Classes of Records

SC-520
Industry Measures

Description: Information on industrial output. *Topics:* Gross domestic product by industry; real output measures; provincial output; value added; constant price provincial output; industry measures; real domestic product; index of industrial production; gross output by industry; intermediate inputs by industry.

Financial Flows and Multi-National Enterprises Division

This Division prepares statements of financial flows and balance-sheet estimates for the Canadian economy, measuring the financial wealth of the country and the channels through which lending and borrowing take place. It provides a focal point for the integration of statistics on transnational corporations and prepares statistics on international travel.

Classes of Records

SC-530
Financial Flows

Description: Information on financial flows between different sectors of the Canadian economy. *Topics:* Monetary authorities; chartered banks; public financial institutions; federal government; provincial and local governments and hospitals; social security funds; persons and unincorporated businesses; non-financial private corporations; non-financial government enterprise; near-banks; insurance companies and pension funds; other private financial institutions; rest of the world.

SC-540
International Travel

Description: Information on the activities of Canadian travelling outside the country and visitors to Canada. *Topics:* Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations (see Travel, Tourism and Recreation, SC-420, for domestic travel).

SC-550
Multi-National Enterprises

Description: Information on the activities of foreign-controlled enterprises, companies and establishments in Canada and similar Canadian-controlled entities abroad. *Topics:* Employment; shipments; imports; capital expenditures; value added.

Input-Output Division

This Division develops annual input-output tables to provide fully integrated final revisions (benchmarks) to the production accounts within the Canadian System of National Accounts; occasional interprovincial trade flows and input-output data for each province; structural economic models of the Canadian economy; and labour productivity measures in the commercial industry and subsidiary industries. It also is responsible for the provision of analytical and consultative services based on the stock of models operated by the Division.

Classes of Records

SC-560
Input-Output

Description: Information on the development and maintenance of national and regional input-output tables, models for productivity measures and correspondence with clients on customer service activity. *Topics:* Annual data and records for current and constant price input-output tables encompassing 191 industries, 136 categories of final demand and 602 commodities and primary inputs; interprovincial trade flow data and input-output tables for each province (1979); documentation for national input-output table models, regional input-output tables, price model and energy mode; annual data and information on the development and maintenance of productivity measures; correspondence with clients on customized economic models.

Balance of Payments Division

This Division provides information on current and capital account transactions between Canada and other countries including movements in Canada's official monetary reserves. The Division also provides information on Canada's international investment position. Its output depends on comprehensive survey and non-survey programs and data analysis of merchandise trade with non-residents, imports and exports of services, unilateral transfers and long and short-term capital flows between residents of Canada and non-residents.

Classes of Records

SC-570
Balance of Payments

Description: Schedules, correspondence and working papers on the production balance-of-payments statistics. *Topics:* Data for conversion of merchandise exports and imports from a customs to a balance-of-payments basis; freight and shipping receipts and payments, including ocean shipping, inland transportation and air freight; data on Canadian and foreign government transactions and business and miscellaneous services and charges; travel expenditures; interest and dividend receipts and payments and miscellaneous income transactions with non-residents including real estate transactions; personal and institutional remittances; flows of migrants' funds; official contributions to developing countries; capital flows including direct and portfolio investment; short-term assets and liabilities with non-residents; investment in Canada by non-residents and investment abroad by Canadian residents; funded debt and foreign bank borrowing; geographical distributions of ownership of capital.

Public Finance Division

This Division collects information on and conducts annual and quarterly analyses of financial transactions of federal, provincial and local governments and their boards, commissions and agencies.

Classes of Records

SC-580
Local Government

Description: Information on municipal governments and related

boards. *Topics:* **Local government revenues and expenditures; assets, liabilities and debt position; employment and payrolls; urban region breakdowns.**

SC-590
Provincial Government

Description: Information on provincial and territorial governments and their boards, agencies and commissions. *Topics:* Provincial and territorial government enterprise; revenues and expenditures; assets; liabilities and debt position; employment and payrolls.

SC-600
Federal Government

Description: Information on federal government agencies. *Topics:* Federal government revenues and expenditures; assets, liabilities and debt position; employment and payrolls.

SC-610
Current Economic Analysis Division

Description: The staff of this Division provides a central organizing framework for monitoring the current performance of the economy. The records comprise current analyses of the Canadian economy and background studies that provide context for current analyses.

Business Statistics Branch

Eight other Divisions of the Economic Statistics Field produce statistics on the major industrial and service sectors of the economy. Information is collected from establishments within companies through surveys and from administrative records. The surveys are carried out monthly, quarterly, yearly and occasionally. They may extend to the total population or be carried out on a sample basis. One of the main uses of the data collected from these surveys is to supply input to the System of National Accounts.

External Trade Division

This Division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics. The ongoing part of this program involves the production of regular reports and special tabulations that provide data by commodity, by country, by province, by customs clearance for both exports and imports, by mode of transportation and region of lading for exports, and by tariff item for imports.

Statistics Canada works in close co-operation with Revenue Canada Customs and Excise to capture data from the Canadian Custom Import and Export Entry forms. The Division also carries on a program of reconciliation of international trade figures on an annual basis with the United States and exchange information on relevant aspects of trade statistics with other countries.

Classes of Records

SC-620
Export and Imports

Description: Exports and imports by country and commodity; export transactions; Canadian trade; flow of goods into and out of Canada; exports by province of lading and port of clearance; imports by port of clearance; Canadian International Trade Classification; Commodity Classifications; foreign trade; import and export price and volume indexes; volume of imports and exports; seasonally adjusted import and export data. *Storage Medium:* Microfilm and microfiche.

Manuals

- Standard International Trade Classification
- Customs Co-operation Council Nomenclature
- Canadian International Trade Classification
- Export Commodity Classification
- Trade directories - provide descriptions of companies and commodities

Business Finance Division

This Division produces quarterly and annual corporate financial statistics and annual corporate taxation statistics. It also administers the Corporations and Labour Unions Returns Act (CALURA). The CALURA program includes the publication of financial statistics on corporations by country of ownership and control and a directory of intercorporate ownership. Membership, affiliation and financial statistics of labour unions are also published.

Classes of Records

SC-630
Business Finance and Taxation

Description: Information on financial and taxation data of all corporations and financial institutions operating in Canada. *Topics:* Corporate financial statistics - assets, liabilities, shareholders' equity, revenues, expenses, profits, and retained earnings; corporate taxation statistics - provincial allocation of taxable income, income taxes payable and reconciliation of profits to taxable income; volume of cheques cashed by chartered banks.

SC-640
Corporation and Labour Unions Returns Act (CALURA)

Description: Information on financial data and ownership of corporations, and financial statements and membership data of labour unions. *Topics:* Corporate statistics - country of control, assets, sales, profits and taxable income; directory of intercorporate ownership; labour unions - financial statistics, number of locals, members and collective agreements.

Prices Division

This Division provides information on retail (consumer) prices, living costs and industrial, raw materials and input price indexes.

Classes of Records

SC-650
Retail Prices and Living Costs

Description: Information on the measurement of consumer price changes and place-to-place differences, including concepts and procedures. *Topics:* Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons; foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. *Storage Medium:* Microfiche.

SC-660
Industrial Prices

Description: Information on the measurement of price movements in the production and distribution of commodities and services. *Topics:*

Selling price indexes; manufacturers' selling price indexes; contractors' selling price indexes for a limited number of construction activities; electric utility selling price; selected input indexes; special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods. *Storage Medium:* Microfiche.

Manufacturing and Primary Industries Division

This Division conducts and annual Census of Manufacturing and Logging Industries and annual surveys of the forestry, mining, energy, resource and manufacturing sectors to produce a full range of cost structure information, material input and commodity output data.

Classes of Records

SC-670
Shipments, Inventories and Orders

Description: Information on shipments, inventories and orders; also business conditions and inventory accounting methods. *Topics:* Estimates of the value of Canadian manufacturers' shipments, inventories and orders; qualitative assessments of business conditions in manufacturing and short-term production expectations; inventory accounting methods and turnover periods in manufacturing industries.

SC-680
Energy and Minerals

Description: Information on electricity, mineral fuels, metallic minerals, non-metallic minerals and structural materials. The statistical programs are carried out in collaboration with other government agencies such as Energy, Mines and Resources Canada, the National Energy Board and Petroleum Monitoring Agency Canada. *Topics:* Supply and dispostion of solid fuels, liquid fuels, gas and electricity; supply and disposition of metallic, non-metallic and structural minerals; financial and operating statistics on energy and minerals producers and pipelines.

SC-690
Foods, Beverages and Tobaccos

Description: Information on the production and processing of foods, beverages and tobaccos. *Topics:* Soft drinks; grain millings; oils; fats; bakery products; meats; cigarettes, cigars and cut tobacco; process cheese; instant skim milk powder; tea; coffee; cocoa; breweries; distilleries; wineries; dairy products; confectionery; feeds; fish products; fruits and vegetables; flour and breakfast cereal products.

SC-700
Leather

Description: Information on the production and consumption of leather. *Topics:* Footwear; leather tanneries; shoe factories; boot and shoe findings.

SC-710
Textiles and Apparel

Description: Information on the production and consumption of textiles and apparel. *Topics:* Canvas products; cordage and twine; cotton and jute bags; yarn and cloth made from cotton, man-made fibre and wool; foundation garments; fur goods; men's, women's and children's clothing; felt and fibre; carpets, mats and rugs; automobile fabric accessories.

SC-720
Plastics, Chemicals and Rubber

Description: Information on the production, sale and consumption of plastics, chemicals and rubber. *Topics:* Paints; varnishes; lacquers; synthetic resins; pharmaceuticals; medicines; plastics; toilet preparations; industrial chemicals; fertilizers; plastic film (sheeting and layflat tubing).

SC-730
Miscellaneous Manufacturing Products

Description: Information on the production, sale and consumption of miscellaneous manufacturing products. *Topics:* Toys; floor tiles; felts; phonograph records; pre-recorded tapes; high-pressure decorative laminated sheets; sporting goods; scientific and professional equipment; fabricated plastics; signs and displays; jewellery and silverware; coated products.

SC-740
Machinery

Description: Information on the manufacture of machinery. *Topics:* Agricultural implements; aircraft and parts; boat building and repair; machine shops; motor vehicles; motor vehicle parts and accessories; railroad rolling stock; miscellaneous vehicles; commercial refrigeration and air conditioning equipment; office and store machinery; truck bodies and trailers.

SC-750
Electrical Equipment

Description: Information on the production and sales of electrical equipment. *Topics:* Domestic refrigeration and freezers; domestic washing machines and clothes dryers; domestic electrical appliances; electric lamps (light sources); small electrical appliances; major appliances (electric and non-electric); household radio and television receivers; communications equipment; batteries; electric wire and cable; lighting fixture manufacturers.

SC-760
Wood and Furniture Products

Description: Information on the manufacture of wood and furniture products. *Topics:* Veneer and plywood mills; sawmills; planning mills; shingle mills; sash door and other millwork plants; wooden boxes; coffins and caskets; household furniture; office furniture; electric lamps and shades.

SC-770
Paper Products and Printing

Description: Information on paper products and printing. *Topics:* Hardboard; rigid insulating board; particle board; corrugated boxes and wrappers; printing, publishing and allied industries; pulp and paper mills; asphalt roofing; paper converters; paper and plastic bags; folding carton and set-up boxes.

SC-780
Metals

Description: Information on primary metals (manufactured) and fabricated metal products. *Topics:* Primary iron and steel; ignots and pig iron; steel wire and wire products; chrome ore, manganese ore, cobalt, molybdenum and tungsten; ferro-alloy and addition agents; non-metallic minerals; selenium; tellurium; antimony; bismuth; unmanufactured int; steel pipes; tubing and fittings; cemented tungsten; carbide blanks and tools; aluminium; lead and zinc; magnesium metal; metallic cadmium; metallic mercury; nickel; grinding balls; iron and steel mills; metal rolling, casting and extruding; fabricated structural metal; hardware, tool and die manufacturers; scrap iron and steel; smelting and refining; ornamental and architectural metals; boiler and plate works; heating equipment; iron foundries; metal stamping, pressing and coating.

Transportation and Communications Division

This Division collects, publishes and makes available statistics on air, rail, road and water transportation and on the communications industries. Part of the statistics on transportation and communications industries are collected by agreement with federal regulatory bodies including Transport Canada, the Canadian Transport Commission, the Canadian Radio-television and Telecommunications Commission and National Revenue Customs and Excise, and with certain provincial departments and agencies. Statistics Canada collects returns required by these agencies under the relevant legislations as well as under the Statistics Act.

Classes of Records

SC-790
Rail Transport

Description: Information on rail transportation in Canada and between the U.S. and Canada. *Topics:* Freight, loaded; railway finance and operating statistics; revenues; receipts from and deliveries to U.S. rail connections; traffic and movement to and from U.S. regions; accident statistics; equipment and mileage; passenger traffic; fuel consumption and employee statistics. *Storage Medium:* Microfiche.

SC-800
Air Transportation

Description: Information on the movement of passengers, mail and cargo by air and the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the Canadian Transport Commission. *Topics:* Air Carrier operations in Canada; air traffic at Canadian airports; volume of mail and cargo; origin and destination of scheduled air passengers travelling within Canada or between Canada and the U.S.; air carrier financial statements; international air charter statistics; airport activity and traffic flow. *Storage Medium:* Microfiche and magnetic tape.

SC-810
Road Transport

Description: Information on road transport in Canada. Certain programs are conducted under contract to Transport Canada and the Canadian Transport Commission to enhance statistics in the priority areas of bus passenger origin-destination and for-hire and private trucking. *Topics:* Urban transit, including revenues and passengers carried; miles run; intercity and rural bus company systems; gross and net sales of gasoline, diesel oil and liquified petroleum gas used for motive purposes; registration of motor vehicles, including motorcycles and trailers; related licenses; motor carriers, freight and household goods movers; for-hire trucking; intercity movement of goods. *Storage Medium:* Microfiche.

SC-820
Water Transport

Description: Information on water transportation, domestic shipping and international vessel traffic. *Topics:* Shipping and port activities; major commodities, loaded and unloaded; container movements; type of cargo; water carriers; number, kind, operating status and registry of vessels; carriage of goods may marine transport in Canadian coastal waters, the Great Lakes and the St. Lawrence Seaway. *Storage Medium:* Microfiche.

SC-830
Communications - Radio, Television, Cablevision, Telecommunications

Description: Information on licensed radio and television stations, including the CBC and other national and regional networks; cable television system; telecommunications carriers; and all telephone systems operating in Canada. *Topics:* AM and FM radio time sales; financial statistics; employees, salaries and wages on radio and television broadcasting, cable television and telecommunications carriers; telephones in operation, by type of service and exchange; cable television subscribers.

Construction Division

This Division produces estimates of annual capital expenditure plans by businesses and governments. It also produces annual measures of construction industry activity, including cost, input and output data by type of trade. It is responsible for measuring the flows and stocks of fixed capital assets employed in the Canadian economy and their capacity and use. The current measures of construction activity are obtained from the analysis of municipal building permits and Canada Mortgage and Housing Corporation.

Classes of Records

SC-840
Housing and Building Permits

Description: Information on building permits and housing starts and completions. *Topics:* Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing starts and completions.

SC-850
Construction Industry

Description: Information on the construction industry and various construction contracting industries, including cost, input and output data by type of trade. *Topics:* Duration of construction of apartment buildings; growth of housing stock; type of construction; total value of construction; repair work; labour content; per capita value of construction; construction contracting industries - mechanical, electrical, highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades.

SC-860
Capital Stock

Description: Information on the fixed assets of construction firms and their degree of utilization. *Topics:* Series on capital stocks; depreciation in both current and constant dollars by industry and province.

SC-870
Capital Expenditures

Description: Information on capital expenditures for new and repair construction work. *Topics:* Provincial capital expenditures; cost of materials used by contractors, governments, utilities and others; private and public investment.

Labour Division

This Division is responsible for producing a wide range of labour data from surveys and administrative records. The Employment Survey (ES-1) is carried out once a month on a census basis. It covers all businesses employing more than 20 persons with the exception of agriculture, fishing and trapping. A second survey (ES-2) is conducted for businesses employing fewer than 20 persons. It covers the same sectors as the ES-1 but on a sample basis. The Division carries out other surveys to obtain employment data for education and health services. It also collects information on pension plans and statistics reflecting the operations of the Unemployment Insurance Act.

Classes of Records

SC-880
Pensions

Description: Information on the terms and conditions of employer — sponsored pension plans in Canada. *Topics:* Eligibility; employee contribution rates; retirement benefits; retirement ages; vesting and death benefits; income, expenditures and assets of all trusteed pension plan funds.

SC-890
Unemployment Insurance

Description: Information on insured population; claims filed; claims allowed; beneficiaries on the Unemployment Register; weeks and amount of benefit for the month; personal characteristics of the insured population and of persons starting and terminating benefit periods (up to 1971); occupational and industrial status of the insured population.

SC-900
Employment and Compensation

Description: Information on employment and income and employee compensation. Some data are seasonally adjusted. *Topics:* Paid hours; earnings; number of employees; labour costs by component; breakdowns by sex, industry, province and major urban areas; labour income.

Merchandising and Services Division

This Division collects data on the retail, wholesale and service trade covering the type of business, its location and its physical, operating and financial characteristics. Data is gathered from surveys and from administrative files.

Classes of Records

SC-910
Retail Trade

Description: Information on sales, inventories and operating data for retail businesses. *Topics:* Chain stores; independent stores; alcoholic beverage stores; motor vehicle dealers; food stores; general merchandise stores; clothing stores; hardware stores; furniture stores; shoe stores; drug stores; campus book stores; direct sellers; vending machine operators; shopping centres; department stores.

SC-920
Wholesale Trade

Description: Information on various types of businesses acting as intermediaries in the field of distribution. Included are wholesale merchants and wholesale agents and brokers. *Topics:* Construction machinery and equipment (1977); diesel and natural gas engine sales (1977); farm implement and equipment sales (1977); plumbing and heating; lumber and building material sales (1978).

SC-930
Service Trade

Description: Financial, descriptive and other operating data on service industry businesses. *Topics:* Funeral directors; architects; restaurants; caterers; taverns; engineering and scientific services; computer services; film distribution; motion pictures; theatres; traveller accommodation; advertising agencies (1976).

Systems and Data Processing Services Branch

The Branch provides EDP services to Statistics Canada. Within the Branch there are five organizational units.

The Branch Headquarters staff is responsible for the formulation of EDP policies and the management of the overall activities of the Branch. It also co-ordinates relations with the users of various Branch services. The Branch also provides the chairman and secretariat services for the Executive Sub-committee on EDP.

Systems Development Division is responsible for the planning, design and development and maintenance of specific application EDP systems for a particular user. The Division is also responsible for EDP training and for the provision of professional advice on and direction to the evolution of departmental systems and related methods of work.

Data Processing Division is responsible for providing data entry and general purpose, graphics and related computer services to the agency. It operates central computing installations and provides storage facilities for most of the agency's machine-readable data.

EDP Planning and Support Division is responsible for planning and co-ordinating the acquisition and maintenance of computer hardware and software. It provides technical support for the operations of various facilities, develops and maintains generalized programs and systems. It is also responsible for the administration of machine-readable data, programs and systems, automation research and EDP policies, standards and procedures.

The Structural Analysis Division is responsible for the development of structural economic models of the Canadian economy and for the provision of analytical and consultative services based on the stock of models operated by the Division. Much of the Division's work is done on a fee-for-service basis for government and non-government clients.

Manuals

Systems and Data Processing Branch makes available a large number of manuals documenting and explaining the use of EDP products. These manuals are classified as:

- Manuals of general interest
- Programming aids
- Database management systems
- Edit and tabulation systems
- Statistical systems
- Graphics software
- Other generalized software (not supported by the Branch)

A detailed list is available from System and Data Processing Branch.

Classes of Records

SC-940
General Operations

Description: Information on the overall functions of the Branch. *Topics:* Branch policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition.

SC-950
Systems and Programs

Description: Sets of instructions to enable a computer to perform a given task. *Topics:* Application programs, application systems; utility programs; generalized programs; control programs; system software. *Retrievability:* Files are arranged by system identification code.

SC-960
System Documentation

Description: General descriptions of the operations of programs and systems. *Topics:* System specifications; system flowcharts. *Retrievability:* Files are arranged by system identification code.

SC-970
Automation Research

Description: Research into the feasibility and applicability of new EDP technology to the agency's work and evaluations of the cost effectiveness of new EDP technology. *Topics:* Computer Output to Microfilm (COM); Optical Character Recognition (OCR); Remote Job Entry (RJE); telecommunications; data storage media; time-sharing; terminals; word processing; page printing; mapping; geocoding.

SC-980
EDP Training

Description: The EDP Training section, in conjunction with the Departmental Training and Development section evaluates the requirements of the agency for EDP training, evaluates and develops courses and co-ordinates their teaching. Records provide information on all aspects of EDP training. *Topics:* Data processing; time sharing; programming and systems analysis; software packages.

SC-990
EDP Standards and Procedures

Description: Information on standards and procedures applicable to EDP functions. *Topics:* Planning; project development and control; EDP services; procurement of goods and services; hardware; software; security; standards; training; documentation; maintenance of programs and systems; data capture; software support; data storage; archiving of machine-readable material; general data administration.

SC-1000
Geocartographics

Description: The Geocartographics Centre consists of a multi-disciplinary team which offers computer-assisted drafting, graphics, cartography and geography services. Its records consist of correspondence, studies and reports on various aspects of the work of the centre. *Topics:* Determination of inhabited areas; co-ordinate transformation systems; geographically referenced data storage and retrieval system; automated cartography; spatial systems technology; spatial information display system; mapping programs; dot mapping; digitization of area data; perspective view maps; map projections; chorophleth maps; polygon encoding methods; projection transformation.

SC-1010
Models

Description: Socio-economic resource model, residential energy model, natural resource information systems. *Retrievability:* Documents, working papers and user's manual are listed in the Structural Analysis Division Document Index available from the Division.

SC-1020
Economic Data

Description: Data input to models run for particular clients on a fee-for-service basis. The data relate to the environment and operations of the client organization. *Topics:* Investment project analysis.

SC-1030
Detailed Energy Balances

Description: Supply and disposition tables for Canada by fuel in natural units and thermal equivalents, for the years 1966, 1971, 1974 and 1976.

Communication and Management Practices Field

This new Field brings together two diverse but related responsibilities, i.e. the development and co-ordination of communication with the multiple publics in the public and private sector and the improvement of management practices in Statistics Canada, which will be supported by enhanced internal communication of needed information about Statistics Canada's plans, operations, products and resources.

Federal and Media Relations Division

This Division is responsible for co-ordinating, consulting and collaborating with federal departments. It co-ordinates the information bank mechanism under Part IV of the Canadian Human Rights Act, and it provides consultative services to prospective survey sponsors, as well as educational material, training sessions, seminars and other presentations for those with an interest in survey research. In addition, it is involved in reviewing the paperburden imposed on businesses by federal government departments and agencies for the collection of information.

The Division is also responsible for Statistics Canada's relations with the media and the general public. It offers various services within the agency such as writing and editing for publications, survey publicity, respondent letters, brochures, media advertising and information manuals. It deals with media relations through speeches, newsletters, press releases and press conferences, publishes the Canada Handbook, the Daily, a weekly digest, Informat, and an employee newspaper, Scan, and produces Statistics Canada's annual report.

Business, Provincial and Municipal Relations

This Division is responsible for consultation and collaboration with provincial and municipal agencies and businesses, academic institutions, unions and non-profit groups. One of its principal responsibilities is to provide consultative services to the provinces and territories who have central statistical agencies or designated focal points to work with Statistics Canada. This consultation is carried out on an information basis through daily contacts and interaction between Statistics Canada and provincial and territorial government statistical agency personnel. It is also carried out formally through the Federal-Provincial Consultative Council on Statistical Policy and fourteen federal-provincial committees. These consultations have led to the signing of over 100 formal joint data collection program elements.

The Division produces the Statistics Canada Catalogue of Publications and a variety of pamphlets and brochures to help users find and use statistics, to enhance and promote the dissemination and use of the diverse range of Statistics Canada products.

Professional and International Relations Division

This office co-ordinates Statistics Canada's international involvement with statistical agencies of other countries and international organizations which have statistical activities such as the United Nations and its specialized agencies, the Organization for Economic Co-operation and Development, the Commonwealth and others. It directs the work required for meeting international obligations such as representation at conferences or data reporting. As a member of several international organizations, Statistics Canada participates in the development of common standards and frameworks for the compilation of internationally comparable statistics; Statistics Canada is also concerned with assisting developing countries to enhance their statistical capability.

The Division is also responsible for liaison with academic research and professional institutions as well as for establishing fellowship and internship programs.

CANSIM Dissemination Division

This Division is responsible for entering, maintaining, revising and updating the Canadian Socio-Economic Information Management System which is an aggregative socio-economic statistical database. The databases are made publicly available through a commercial time shared service bureau for statistical information and research and analysis. Its staff assists users of the system and performs retrievals from the CANSIM database for users who are not equipped with a terminal or who require output on cards and tapes.

Manual

- CANSIM Summary Reference Index and Series Directory

Corporate Planning and Analysis Division

This Division is responsible for the development and continuing assessment of department objectives and priorities; the devising of appropriate options and strategies for their achievement and the development of medium or longer-term plans reflecting them.

Management Systems Design and Development Division

This Division is responsible for the development of concepts and design of systems covering such aspects of management as accountability, planning, information systems, performance measurement, quality assessment and the status reporting for project and services provision. It is also responsible for the co-ordination of the above with other management practices which are the responsibility of functional areas such as personnel, finance, operational planning and budgeting and production and support services.

Internal Audit Division

The Division provides and independent and systematic review and appraisal of all operations and furnishes senior management with objective information on the adequacy of management control procedures and frameworks. The scope of these audit activities extends to all process systems and procedures of management including planning, performance measurement, financial and personnel management and data processing.

Program Evaluation Division

The Division is responsible for evaluating Statistics Canada programs to access their continued relevance to bureau objectives and to appraise the programs' effectiveness in accomplishing these objectives.

General Operations Field

This Field has the responsibility for providing internal common services which are of an administrative and production support nature to Statistics Canada programs and for organizing, integrating and co-ordinating internal operations and services of the agency. It is also responsible for survey data collection and the initial processing and editing activities carried out in the Regional Offices, as well as management of on-site user services, data dissemination and public relations carried out through the regional services. It is responsible for planning, organizing and implementing a program of decentralization of the operations for data collection, data capture, processing and editing, from Headquarters to regional centres; and for developing a parallel and complementary program to integrate or consolidate more efficiently operational activities now performed in specialized divisional organizations at Headquarters in Ottawa.

This Field also has the responsibility for the Access to Information and Privacy program.

Regional Operations

This organization is responsible through headquarters staff and a network of Regional Offices for survey data collection, primary processing and editing, the provision of statistical information and advice at the regional level, including service to users and community relations. Regional Offices are located at St. John's, Halifax, Montreal, Ottawa, Toronto, Winnipeg, Edmonton and Vancouver. A user advisory sub-office is also located at Regina. The functions of the Regional Offices include:

- Conduct of survey operations. As the data collection arm of the agency for population and agriculture censuses, for all household surveys, and for a large volume of the business surveys, the Regional Offices collect data by personal or telephone contract with the survey respondents, be they households, as for the Labour Force Survey, or business establishments, as for the Consumer Price Indexes. To carry out this work, a full-time staff of 380 employees is supported by some 1,500 part-time interviewers working from locations across the country. The permanent staff of this organization serves as the nucleus for the build-up needed every five years when 2,000 Census commissioners and some 40,000 Census representatives are employed on the collection and initial processing of the Censuses of population and agriculture.
- Provision of statistical advisory services to meet statistical information and consultation requirements, including sectorial and regional analyses, of users of statistics across the country.
- Maintenance of public and community relations at the local level, co-ordination of regional market research activities and promotional programs to make known the use of Statistics Canada data products and services.

Statistics Canada Library

The agency's library maintains a large collection of reference books, periodicals, reports and all of its published material since its inception in 1918. Its responsibility is to provide facilities that enable the public to access this information.

Production and Support Services Division

This Division is responsible for providing a complete publishing service for Statistics Canada's publications program and the provision of all other production and operational support services within Statistics Canada and for developing and implementating all general administrative and technical support policies and systems.

Operations Integration and Regionalization

This organization is responsible for the full-scale review and analysis of all internal operations and services of Statistics Canada with the objective of developing approaches and strategies for changes in organization and methodology to achieve better integration and overall co-ordination of these operational processes and services, and for the implementation of approved action plans to either regionalize or better integrate residual operations and services which are not appropriate for regionalization at Headqaurters.

Finance Branch

The Branch is responsible for planning financial requirements and monitoring and controlling financial expenditures of the agency. It is headed by a Director General and is responsible for program and financial planning, financial services and management information systems.

Personnel Administration

Personnel Administration is responsible for providing services to employees and management in the following areas: classification and staffing of positions, staff relations, staff training and development, human resources planning and organizational development, pay and benefits, career counselling and employment opportunities programs. It also maintains a personnel management information system and is responsible for the official languages program, i.e. identifies the language requirements of positions, provides language testing services and co-ordinates language training.

Treasury Board of Canada

Background

The Treasury Board is a committee of the federal Cabinet. Its President is the chairman of the committee and its members include the Minister of Finance and four other Cabinet Ministers who are appointed by the Governor in Council. The Board was created by order in council in 1867 and received statutory approval in 1869. Its Secretariat was part of the Department of Finance until 1966 when it became a separate institution.

Overall Responsibilities

The Board's responsibilities, as set out in the Financial Administration Act, include financial management, personnel management and central administration of the Public Service of Canada. It is also responsible for the application of the Official Languages Act within the Public Service and serves as the Employer for negotiating collective agreements with the Public Service Staff Relations Board.

Organization

The Treasury Board is served in these functions principally by the Treasury Board Secretariat which is divided into four Branches: Program, Personnel Policy, Administrative Policy and Official Languages. In addition, there are three Offices — the Office of the Secretary, the Communications Division and the Submission Control Unit.

The Secretary is the deputy minister who directs the work of the institution. He advises the President and the Board on all areas concerning the organization and management of the Public Service under the Board's jurisdiction.

The Communications Division provides the President, the Secretary and the four Branches with the services, advice and expertise they require in the area of public relations, communications and publishing.

The Submission Control Unit acts as a central clearing point for all submissions received by the Board. Submissions are departmental requests for program expenditure; or administrative, personnel or other authorities which the Treasury Board is empowered to grant. The unit maintains files on past decisions of the Board.

Access Procedures

All requests for information under the Access to Information Act should be addressed to:

Access to Information Co-ordinator
Treasury Board of Canada Secretariat
Place Bell Canada, 22nd Floor, North
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 995-8780

Administrative Policy Branch

The Branch is responsible for the development, implementation and monitoring of policies, regulations and suggested practices in a wide range of administrative matters, including Incentive Awards. These policies pertain to activities of the government of Canada in areas of property, materiel, services, and information management. Their purpose is to ensure probity and prudence in the acquisition and use of, administrative inputs throughout the Public Service, and to guide departmental managers in the efficient and effective use of resources in support of departmental programs.

Manuals

- Administrative Policy Manual - outlines government policy on real property, materiel, services and information management

Classes of Records

TB-10
Administrative Policy

Description: General information on the development, implementation, and monitoring of policies, regulations, and suggested practices on a wide range of administrative matters. *Topics:* Administrative expenditure constraints; membership fees in professional associations; energy; Freedom of Information; Human Rights — protection of personal information; compensation; ex gratia payments; collective agreements; canvassing in government offices; Federal Identity Program — policy guidelines, departments and agencies, outside practices; planning and evaluation; internal audit plans for administrative policies; Public Service living accommodation — rental of government housing; regional administrative operations; departmental roles. *Retrievability:* The files are arranged by subject, group, department, agency, province, and territory as required.

TB-20
Common Services

Description: Information on services provided by a central organization in support of the programs of departments or agencies. *Topics:* Exhibits and displays; Make or Buy (contracting out); photographic services; telecommunications and telephone services; workshops.

TB-30
Conferences

Description: Information on policy and guidelines for conferences and control of conference sponsorship and attendance.

TB-40
Contracts

Description: Information on the establishment of authority levels in five categories of contracts: construction, goods, services, consulting services and leases. In each category, there is a basic authorization level that applies to most departments, as well as higher levels, reflecting the mandates of the common service agencies, Supply and Services Canada and Public Works Canada, and other departments with major contracting activities, such as Transport Canada and Indian and Northern Affairs Canada, as appropriate. In addition, there are a number of special authorities reflecting particular departmental responsibilities. *Topics:* Adjustment due to tax changes; bonds, securities, holdbacks; claims; construction contracts; inquiries, leases; outside practices; consulting contract policy; purchase contracts; remissions and refunds; project headcount; levels of contracting authority; service contracts, personal service contracts; specifications requirements; standard contract conditions; submission procedures; training; tenders; revenue contracts.

TB-50
Information Management

Description: Information on the implementation and evaluation of policies and guidelines on the management of data and information; also the equipment and systems required for the collection, processing and production of data and information. *Topics:* Information systems;

committees — Government Electronic Data Processing (EDP) Standards Committee; departments and agencies — liaison and submissions; EDP — organization, project monitoring; outside practices; projects; statistical surveys; telecommunications.

TB-60
Management Services

Description: Basic research on techniques to improve administrative, and, where requested, personnel management, control and budgeting, fiscal and cost accounting, and operational systems of departments and government as a whole. *Topics:* Management services; consultants — Literature Digest and Research Bulletin, use by departments; courses, seminars; liaison with organizations.

TB-70
Materiel Management

Description: Policy information on the planning, acquisition and management of materiel, with emphasis on the acquisition of goods, the use and management of EDP equipment, and the management of large capital projects. *Topics:* Materiel management; furniture, furnishings, fixtures; motor vehicles; office machines and equipment; purchase consolidation; supply consolidation; Supply Advisory Committee; procurement and socio-economic objectives — procurement review mechanism.

TB-80
Paperwork Management

Description: Information on the creation, use, maintenance, storage, protection and disposal or preservation of all forms of paper documents. *Topics:* Forms management; mail and messenger services; records management.

TB-90
Physical Working Conditions

Description: Information on the establishment and application of standards governing physical working conditions and health and safety of persons employed in the Public Service. *Topics:* Accommodation standards; eating facilities; parking; parking maps; provision of clothing.

TB-100
Publications, Printing and Advertising

Description: Information on the planning and preparation of material for publication, including departmental annual reports.

TB-110
Real Property

Description: Information on government policy for the cost-efficient management of federal real property . *Topics:* Acquisition, use and disposal of land; land transactions; Treasury Board Advisory Committee on Federal Land Management.

TB-120
Risk Management

Description: Information on the identification of risk, its reduction to a minimum prior to an undertaking, containment of the effect during or following a harmful or damaging incident, and any resulting compensation or restoration.

TB-130
Socio-Economic and Special Projects

Description: Information on administrative policies, guidelines and special projects.

TB-140
Relocation Expenses

Description: Information on the relocation of employees, its cost to the public, and employer practices. *Topics:* Non-public servants; outside practices; public servants — househunting trips, incidental expenses, real estate and legal fees, separation allowances, shipment; shipment — household effects, stopovers, temporary accommodation, termination of lease, travelling expenses en route.

TB-150
Travel Expenses

Description: Information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. *Topics:* Non-public servants; outside practices; public servants — accidents or illness and death in travel status, accommodation and meals, audit and returns, mileage allowance, National Joint Council Committee on Travel Regulations, transportation and travel standards; transportation and travel standards — air travel; transportation and travel standards — air travel, first class.

TB-160
Federal Government Accommodation

Description: Information on the design and construction of federal accommodation. *Topics:* Report of the Standing Senate Committee on the Accommodation Program of Public Works; Office Accommodation Policy Study.

TB-170
Olympics

Description: Information on the Olympic Corporation; revenue-generating programs; federal involvement. *Topics:* Olympic Coin and Stamp Programs; Olympic Lottery; security; activities; accommodation; host broadcaster; operation of the games; facilities; legislation; departments; Interdepartmental Committee on the 1976 Olympics; briefing notes for Minister; Organization Committee of the 1976 Games; other governments — Quebec; other games; Loto Canada - policy, operations.

TB-180
Major Crown Projects

Description: Information on the planning, budgeting and execution of major Crown projects. *Topics:* Equipment — aircraft, Long Range Patrol Aircraft, New Fighter Aircraft, surveillance and control systems, ships; ships — Canadian Patrol Frigate; facilities — Mirabel.

TB-190
Incentive Awards

Description: Information on persons employed in the Public Service who may be awarded for their outstanding performance of their duties, for other meritorious achievement in relation to those duties, and for inventions or practical suggestions for improvements. *Topics:* Outstanding Achievement Award Program; Merit Award Program; Suggestion Award Program; Senior Officers Retirement Program; Long Service Award Program.

Policy Development and Revision Division

This Division is responsible for all administrative policy development and revision in the areas of real property, material, services, and information management.

Policy Implementation and Review Division

This Division is responsible for the provision of advice on the implementation of administrative policy and review of Treasury Board Submissions in the areas of materiel, services, information, real property and accommodation. It is also responsible for the Procurement Secretariat, which identifies departmental acquisition proposals for special procurement reviews, Access to Information and Privacy, and for the monitoring of departmental implementation of administrative policies.

Planning and Evaluation Division

This Division is responsible for communicating administrative policy through the Administrative Policy Manual. It provides advice on policy implementation mechanisms, develops and co-ordinates the Branch's management information systems, and provides planning and analytical support to the Branch. Policy evaluation is a primary function of this Division. It also has responsibility for the Technical Advisory Group, which assists departments and agencies in carrying out socio-economic impact studies on all new major government regulations in the areas of health, safety and fairness.

Task Force on Access to Information and Privacy

The Task Force advises departments on the preparation of an annual inventory of all government records; publishes annually The Access Register, The Privacy Index and two Bulletins; drafts regulations, directives and guidelines for the use of government institutions; assists in establishing the Office of the Information Commissioner and assists government institutions generally in organizing themselves for implementation of The Access to Information and Privacy Acts; and reviews the management and maintenance of records in all government institutions.

Classes of Records

TB-200
Access to Information and Privacy

Description: Information on access to information and privacy, legal interpretations and liaison with other countries.

TB-210
Policy Development

Description: Information on the development and revision of government policy on public access to government records and personal information. *Topics:* Exemptions and exclusions; retention and disposal; use; disclosure; data sharing.

TB-220
Acts and Regulations of Canada

Description: Information on acts, bills, regulations and related drafts, amendments and correspondence on access to information and privacy in Canada.

TB-230
Committees

Description: Information on Ad Hoc committees; advisory committees, advisory councils, etc., on access to information and privacy. *Topics:* Computer communications; information systems; technological change; public records; EDP training and development; federal micrographics; justice and legal affairs.

TB-240
Controls on Government Information Collection

Description: Information on the development and revision of government policy concerning the controls on government information collection. *Topics:* Statistical standards and review; paperburden controls.

TB-250
Emergency Planning

Description: Information on the development and revision of government policy on emergency planning. *Topics:* Interdepartmental Committee on Emergency Planning (ICEP); Interdepartmental Exercise Control Committee (IECC).

TB-260
Implementation of The Access to Information and Privacy Acts

Description: Information on preparations by government institutions for fulfilling the requirements of Access to Information and Privacy legislation. *Topics:* Meetings; briefings; workshops; projects; inquiries; contributions to the inventory of government information.

TB-270
Information Systems and Technology

Description: Information on the development and revision of government policy for information systems and technology. *Topics:* Micrographics; telecommunications; automated office technology; and electronic data processing.

TB-280
Inventory of Government Information

Description: Information on the development of government policy and procedures for the preparation of a central inventory of government information to facilitate the production of the Access Register and Privacy Index.

TB-290
Security

Description: Information on the development and revision of government policy on security. *Topics:* Acts, bills, regulations and related drafts; amendments; correspondence; committees.

Federal Identity Program

The Federal Identity Program was established by Cabinet to fulfil the following objectives:

- Enable the public to clearly recognize federal activities by means of consistent identification.
- Facilitate access to federal programs and services.
- Improve the methods of the graphic handling of the official languages, consistent with the *Official Languages Act*.
- Promote the effectiveness, efficiency and quality of graphic design in all applications of the federal identity.
- Effect cost savings through standardization of the program's applications.

Office of the Co-ordinator, Regulatory Reform

The Office of the Co-ordinator, Regulatory Reform was established to advise the President of the Treasury Board of Canada on regulatory reform matters and assist in the administration and co-ordination of the government's regulatory reform program, approved by Cabinet in October 1980. The reform program focuses on three areas: legislative review and housecleaning; reform of regulatory processes; and deregulation of selected industries or activities.

Classes of Records

TB-300
Office of the Co-ordinator, Regulatory Reform

Description: General information on the Office. *Topics:* Conferences; Departmental Inventory of Reform Activities, 1980; General Agreement on Technical Barriers to Trade (GATT); involvement of the Office of the Comptroller General in regulatory reform; press clippings; Quarterly Bulletins; Question Period; Royal Commission on Financial Accountability (Lambert Commission); Telex files; overall work program on regulatory reform.

TB-310
Agency Review

Description: Information on the reform proposals and recommendations to Cabinet by the Privy Council Office Review Group on Regulatory Reform of Crown Agencies. *Topics:* Powers, control, accountability, regulatory procedures, and appointment processes of Crown agencies, including regulatory commissions, administrative and appeal tribunals.

TB-320
Assessment of Regulatory Initiatives

Description: Information on prior assessment of new regulatory initiatives, including the existing Socio-Economic Impact Analysis (SEIA) program administered by the Treasury Board of Canada Secretariat; also examination of reform proposals and recommendations on the institution of a Regulatory Impact Analysis System (RIAS) for proposed regulatory initiatives.

TB-330
Committees

Description: Information on the involvement of the Office with various committees. *Topics:* Interdepartmental Committee on Regulation; Peterson Committee (Special House Committee on Regulatory Reform); Project Advisory Committee; Secretary's Executive Committee; Standing Joint Committee on Statutory Instruments; and Treasury Board Senior Advisory Committee (TBSAC).

TB-340
Consensus Process and Voluntary Standards

Description: Information on the promotion of greater reliance, by federal regulators, on the consensus process, such as that offered by standards writing bodies accredited under the National Standards System of Canada, for the development of technical specifications to be included in regulatory legislation, as well as greater reliance on voluntary standards as an alternative to mandatory regulations.

TB-350
Consultation Process

Description: Information on the improvement of private sector consultation on regulatory matters, including departmental reviews and proposals for improved consultative techniques and extended consultation.

TB-360
Deregulation

Description: Information on assessment of and possible recommendations by responsible Ministers to Cabinet on the deregulation of selected industries or activities.

TB-370
Liaison

Description: Information on exchanges concerning regulatory reform initiatives with the private sector, foreign jurisdictions and the provinces.

TB-380
Legislative Review and Housecleaning

Description: Information on an immediate review by federal departments of regulatory legislation to identify and eliminate obsolete, duplicative or contradictory provisions; also development of recommendations to Cabinet on the proposed Omnibus Repeal Bill.

TB-390
Parliamentary Review

Description: Information on the review and assessment of reform proposals concerning parliamentary involvement in the regulatory process.

TB-400
Records Retention

Description: Information on the co-ordination and implementation of the Cabinet Decision on the deregulation of federal legislative requirements for the private sector to maintain records; also development of recommendations to Cabinet on the proposed Records Retention Omnibus Amendment Bill.

TB-410
Regulatory Agenda

Description: Information on the assessment of reform proposals and development of recommendations to Cabinet on the publication by federal regulating departments and agencies of a "Regulatory Agenda" giving advance notice of upcoming regulatory initiatives.

TB-420
Service to the Public

Description: Information on the participation by the Office in the federal Task Force on Service to the Public under the direction of Supply and Services Canada; also federal initiatives on the reduction of paperburden.

TB-430
Speeches on Regulatory Reform

Description: Information on speeches by the President of the Treasury Board or officials in the Office.

Official Languages Branch

The role of the Branch is to develop and communicate government policies and programs for the application of the Official Languages Act within departments and agencies of the Government of Canada, as well as judicial, quasi-judicial or administrative bodies or Crown Corporations, and to monitor, audit and evaluate their implementation and effectiveness.

In accordance with the revised policies on official languages in the Public Service issued in September 1977, the Official Languages

Branch is responsible for producing general guidelines and criteria to provide overall direction to departments and agencies; providing technical and specialized assistance as required; reviewing the annual plans and reports of departments for their official languages program and recommending appropriate action; auditing and evaluating departmental official languages activities; monitoring the overall progress of the Public Service towards the achievement of official languages objectives; managing the Official Languages Information System (OLIS); consulting employee representatives through the Official Languages Committee of the National Joint Council; and preparing an annual report to the government on the status and evaluation of official languages policies and programs in the Public Service.

The Branch is also responsible for informing federal employees and other interested publics on the Official Languages Act and the government's official languages policies and programs.

To carry out its mandate, the Official Languages Branch is divided into a Secretariat and three Divisions: Operations, Policy, and Evaluation and Audit.

Secretariat

The Secretariat provides controls, co-ordination and support services to organizational elements of the Branch in the areas of manpower and financial resources; processes departmental submissions; develops and publishes the Branch Operations Manual; and monitors the service-wide costs of official languages programs.

The Secretariat also has a documentation and reference centre to provide a quick, up-to-date information service to the Branch, departments, agencies and corporations, as well as to the general public, on matters related to the Official Languages Act and government policies and programs on official languages.

Operations Division

The Operations Division advises departments and agencies on the implementation of official languages programs, which includes the preparation of annual plans and progress reports. It also analyzes these and other submissions to the Treasury Board of Canada Secretariat from departments, and on the basis of its analysis, recommends acceptance, modification or rejection of the submissions. The Division participates in policy analysis and interpretation, particu- larly from the perspective of program operations in departments. It is divided into three Groups; each is responsible for a specific number of departments, agencies and corporations.

Policy Division

The Division is responsible for the formulation and systematic interpretation of the government's official language policies; the analysis of major issues arising as a result of the application of these policies in various departments; the formulation of proposed policy amendments or revisions; and the preparation of major reviews and assessments of the impact of these policies, which includes an annual report to Cabinet. These functions also include participation in the analysis of annual departmental plans to determine their consistency with current policies.

The Division undertakes extensive liaison with other Branches and central agencies to ensure the co-ordination of the official languages policies with other related personnel or language policies. It is divided into two Groups: Policy Interpretation and Adjustment, and Policy Analysis.

Evaluation and Audit Division

This Division defines appropriate indicators of program performance; analyzes data that are collected through the Official Languages Information System, other reporting media, analysts and audit team observations; conducts special studies; and examines trends and program effectiveness. The audit function consists of monitoring the information system data, and ensuring compliance with policies through on-site audits in various departments and agencies; corrective measures are recommended where necessary.

The Division also plans and establishes the systems and procedures required to give effect to government policies and to evaluate their implementation effectiveness. It is divided into three Groups: Evaluation and Special Studies , Audit, and Procedures.

Manuals

- Official Languages Branch Manual
- Official Languages Administrative System Manual (OLAS), Vol. 2 and 3
- Treasury Board Circulars Relating to Official Languages, Vol. 1 and 2;
- Official Languages Distribution Lists Manual
- Audit Guide on Official Languages

Classes of Records

TB-440
Official Languages

Description: General Information on official languages policy. *Topics:* Definitions of terms; inquiries; use of official languages; Cabinet Memoranda; statements by Prime Ministers; statistics; mobility studies; Bureau of Management Consulting (BMC) Studies; service to the public; official languages minorities; Canadian unity; Lambert Commission; anglophone participation.

TB-450
Analysis and Evaluation

Description: Information on statistics for Management Committee; information to ministers; mobility; Senior Management (SM) Category.

TB-460
Audit and Control

Description: Information on the Bilingualism Bonus; depart- mental audit systems; functional guidance to departments; performance measurement; work instruments; audit of Vote 15; departmental plans; implementation of official languages policies in the EDP field; Co-ordinating Committee on Evaluation; language of work.

TB-470
Bicultural Development Program

Description: Information on the Temporary Assignment Program; Exchange Program; Quebec City.

TB-480
Bilingual Districts

Description: Information on proposals to establish bilingual districts and the bilingual districts task force.

TB-490
Commissioner of Official Languages

Description: Information on division of responsibilities; procurement of documents; complaints — reports; departmental studies and reports.

TB-500
Committees and Councils

Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. *Topics:* National Joint Council.

TB-510
Crown Corporations

Description: Information on the implementation of the government's official languages objectives in Crown corporations. *Topics:* Information programs; applications of official languages policies and programs; classification; inquiries; Province of Quebec; reports; Privatization Unit.

TB-520
Departmental Budgets for Official Languages Programs

Description: Information on departmental budgets, evaluation, progress reports; statistics.

TB-530
Departmental Official Languages Programs

Description: Information on departmental programs. *Topics:* Evaluation; performance indicators; lists of organizations; departmental action plans on evaluation; senior personnel authority.

TB-540
Departmental Official Languages Structures

Description: Information on departmental organization structures. *Topics:* Lists of Bilingual Advisors; Language Requirements Coordinators; roles and responsibilities in Official Languages Program — Bureau of Management Consulting Study (BMCS).

TB-550
Federal Identity Program

Description: Information on the use of both official languages, in a bilingual format, in all applications of the federal signature. *Topics:* Manuals; expositions; Treasury Board Advisory Committee.

TB-560
French Language Units

Description: Information on the establishment of French Language Units in government departments. *Topics:* Evaluation; information programs; amendment lists; inquiries; establishment procedures; cahier.

TB-570
Information Programs

Description: Information on the development, implementation and coordination of information programs designed to ensure support, understanding and acceptance of the Official Languages Act and the Government's official languages policies and programs. *Topics:* Departments and agencies; Information and Documentation Centre; manuals; organizations; press clippings; Task Force on Training and Information Needs.

TB-580
Language Requirements of Positions

Description: Information on the provision of service to the public in the two official languages and their use for the operations of the Public Service. *Topics:* Identification and designation plan; new organizations and reorganizations; review; rotational employees.

TB-590
Language of Work Program

Description: Information on the language of work in the federal Public Service. *Topics:* Evaluation; information programs; Air-Ground Communications (Bilcom Project); telephone survey — Administrative Trainee.

TB-600
National Capital Region

Description: Information on the use of official languages in the NCR. *Topics:* Fullerton's Study; Interdepartmental Committee on Federal Governmental Development in the National Capital Region.

TB-610
Non-Federal Government Language Programs and Policies

Description: Information on official languages initiatives outside the government sector. *Topics:* Bill 22; Gendron Commission; Carleton University Research on English and French Relations; Federal-Provincial Program for Bilingualism in Education; Quebec's White Paper.

TB-620
Official Languages Act

Description: Information on the various aspects of the Act. *Topics:* Information programs; constitutionality; exemptions; implementation; consultations with provinces; working group; New Brunswick.

TB-630
Official Languages Administrative System (OLAS)

Description: General information on the Official Languages Administrative System (OLAS). *Topics:* Program development, implementation, manuals; relations with departments; Training; and task force.

TB-640
Official Languages Information System (OLIS)

Description: Information on the provision of accurate, timely and reliable information to support the government, central agencies and departments in the implementation and control of the Official Languages Program in the Public Service. *Topics:* Language Training Module; OLIS on-line study — task force; reports — regular, special. *Storage Medium:* Microfiche, EDP.

TB-650
Participation of Francophone Program

Description: Information on the participation of francophones in the Public Service. *Topics:* Program development; evaluation; information programs; Task Force; Centre of Excellence.

TB-660
Pay Supplement

Description: Information on the Bilingualism Bonus. *Topics:* Inquiries; reports; Language Complexity Recognition Project; Crown corporations; consultations with unions; implementation of the cancellation of the Bilingualism Bonus.

TB-670
Recruitment of Francophones

Description: General information on the recruitment of francophones. *Topics:* Statistics; university graduates.

TB-680
Training

Description: Information on language training in the Public Service and the programs which were undertaken to help public servants acquire second language skills. *Topics:* Departmental programs; extension; Language Bureau; non-federal government; testing; Staff Development and Training Branch courses.

TB-690
Units Working in French (UWF)

Description: Information on the UWF Program. *Topics:* Program development; information programs; identification proposals.

TB-700
Work Instruments

Description: Information on categories of documents which must be available in the two official languages. *Topics:* Interpretation facilities; keyboards; labelling; language in computers; publications and printing; telephone directives and techniques; terminology; translation.

Personnel Policy Branch

The role of this Branch is to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to assure that the human resources needed to carry out government programs effectively are determined, obtained at competitive cost, managed and developed efficiently. The interests and the individual and collective rights of employees are duly taken into account.

The Branch's specific responsibilities cover the management of personnel policies, regulations, standards and programs including staff relations and compensation, general personnel management, organization and classification, and developmental personnel policies and activities.

Manuals

- Personnel Policy Manual
- Functions and Responsibilities of the Treasury Board Secretariat
- Handbook of Departmental and Agency Management Authorities
- Supply and Services Authorities
- Personnel Policy Procedures

Classes of Records

TB-710
Personnel Policy

Description: General information on Personnel Policy. *Topics:* Circular letters; Federal Court Decisions; Royal Commission on Financial Management and Accountability (Lambert Report).

TB-720
Acts and Regulations

Description: General information on Acts and Regulations concerning personnel policy.

TB-730
Committees

Description: General information on Committees and Cabinet. *Topics:* Advisory Council on Personnel Policy; Economic Policy; External Policy and Defence; Government Operations; Joint Parliamentary Committee on the Capital; Labour Relations; Miscellaneous Estimates; Priorities and Planning; Public Accounts; Science, Culture and Information; Security and Intelligence; Social Policy.

TB-740
Conferences, Meetings, Seminars

Description: General information on conferences, meetings and on personnel seminars. *Topics:* Directors of Personnel; executive seminars; federal-provincial conferences; industrial relations seminars; Séminaire d'été Canada Outre-Mer (SECOM).

TB-750
Personnel Management

Description: Information on the monitoring, audit and evaluation of personnel policies and practices, and the accounting for personnel management.

TB-760
Treasury Board Submissions

Description: Departmental submissions to the Treasury Board of Canada Secretariat. *Topics:* Procedures; analysis; general statistical indicators; outstanding submissions and unreported decisions; screening; status reports; synopsis; Treasury Board of Canada Secretariat Meetings.

Development Personnel Policies and Activities Division

The Division is responsible for the development and implementation of personnel policies and activities to ensure that the Public Service is as representative of the Canadian population as possible and that women, indigenous people, the handicapped and other designated groups have equality of access to jobs and opportunity for advancement in the federal Public Service. The Divisional also supports the principle of daycare services for children of public servants. It develops and evaluates affirmative action techniques and models and advises departments on their application. It also acts as consultant to departments on the training, development, monitoring and evaluation of quality of worklife projects.

Manual

- Personnel Policy Procedures Manual

Classes of Records

TB-770
Affirmative Action

Description: Information on programs aimed at the improvement of the representation and distribution of women, indigenous people and the handicapped within the Public Service.

TB-780
Daycare Services

Description: Information on the review of departmental submissions for the establishment of daycare centres for the children of Public

Servants at their place of work and monitoring the implementation of these projects.

TB-790
Equal Opportunities for Women

Description: Information on initiatives for the increased participation of women in the Public Service. *Topics:* Committees; implementation.

TB-800
Increased Participation of Indigenous People

Description: Information on the increased participation of Indian, Metis, Non-Status Indian and Inuit people in the Public Service of Canada. *Topics:* Committees; Northern Careers Program.

TB-810
Increased Participation of the Physically and Mentally Handicapped

Description: Information on the increased participation of handicapped workers in the federal Public Service. *Topics:* Consultations.

TB-820
Quality of Worklife

Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. *Topics:* Quality of Worklife Committee; conferences and seminars; consultants; consultations.

General Personnel Management Division

The Division develops and advises departments on policies and programs in the areas of human resource planning and training; pensions, benefits and universally applied allowances; compensation and working conditions for excluded groups; and occupational health and safety. It provides co-ordination and advisory services to the Branch in such areas as legislation, authorities, procedures and the submission process, in addition to administering the Branch's Personnel Management System.

Manuals

- Personnel Legislative Supplement
- Personnel Policy Procedures Manual
- Foreign Services Directives
- Handbook on Occupational Health and Safety
- Data Element Dictionary
- Personnel Management Manual

Classes of Records

TB-830
Foreign Service

Description: Information on emoluments and special working conditions provided for personnel serving outside Canada. *Topics:* Committees — Interdepartmental Committee on External Relations (ICER); Commonwealth Secretariat; directives — committees, Heads of Posts Directives, individual, deletions, Official Hospitality Directives, posts, indices, revisions; Indo-China Regulations; locally-engaged staff; military; non-rotational assignments; outside practices.

TB-840
Isolated Posts Directive

Description: Information on allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations without conflicting with local social and economic conditions of the communities concerned; also, minutes on related committee meetings.

TB-850
Occupational Health and Safety

Description: Information on the development, establishment, publication and application of occupational health and safety policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational health, safety and employee assistance programs. *Topics:* Campaigns; committees; conferences and meetings; departmental programs; employee assistance programs; first aid; guides, procedures, standards; health evaluations; health units; investigations, studies, surveys, audits; publications; reports and statistics; training; use and occupancy of buildings.

TB-860
Personnel Management

Description: Information on the Personnel Management Manual, a guide on general policies and requirements in personnel management. *Topics:* Personnel Management Manual (PMM); awards and inventions; classification; compensation - benefits, part-time, seasonal, term employment, pay, pay plans, rates, time off; compensation plans for unrepresented employees; compensation for service outside Canada; conduct, contents and introduction; human resources — education, training and development, programs, use, employment; occupational health and safety; pensions and insurance — health insurance, income protection, Public Service Superannuation Act, pensionable service, retirement; Personnel Legislation Supplement (PLS); personnel management; Personnel Management Information System (PMIS); security of information; staff relations — collective agreements.

TB-870
Human Resources

Description: Information on the development, implementation, maintenance and evaluation of policies, programs and procedures for the accurate determination, allocation, development and efficient use of Public Service employees. *Topics:* Committees; communication of policies and procedures; decentralization in the Public Service; employment and staffing — indeterminate part-time, native, Committees, Northern Careers Program, Summer Student Program, temporary services; incentive programs — Public Servants' Inventions Committee; Management by Objectives (MBO); Planning — Career Assignment Program (CAP), Committees, Employee Performance Appraisal, Executive Category resourcing strategy, foreign countries; retirement, early retirement; reviews — Executive Category, Information Services Group; Information Services Group — associations, conferences and seminars, career development, committees, Donoghue Study, evaluation, inventories; reviews — Personnel Administration Group; separations — redundancy, National Joint Council on Work Force Reduction; Status of Women — child care services, Equal Opportunities, committees, implementation; training — courses and programs, departmental, educational institutions, foreign countries, occupational categories and groups, Executive Category, Information Services Group, Public Service Commission of Canada, Career Assignment Program (CAP), research and evaluation, reviews, educational leave, needs identification and evaluation, orientation of employees.

TB-880
Pensions and Insurance

Description: General information on pensions and insurance. *Topics:* Employee benefit surveys; employer expenditures; liability and compensation; planning and counselling; Program Forecast and Estimates; Workers' Compensation — Government Employees Compensation Act.

TB-890
Insurance

Description: Information on benefit programs for employees of the federal government. *Topics:* Blue Cross, dental care, federal employees, disability insurance, enrolment and participation, financial information, royal Canadian Mounted Police, Group Surgical Medical Insurance Plan (GSMIP), benefits, committees, coverage, financial information; Hospital Insurance (Outside Canada) Plan and Payments; Locally Engaged Employees' Health Insurance, in the United States; National Joint Council Standing Committee on Health Insurance Programs; Public Service Health Insurance Regulations; provincial health insurance cost sharing; Public Service Management Insurance Plan — benefits, Board of Trustees, eligibility, financial information; Servicemen's Income Security Plan (SISP); sick leave; hospital insurance and diagnostic services, committees, provinces and territories; medical care — provinces and territories; Pharmacare; Unemployment Insurance — committees, coverage, financial information.

TB-900
Pensions

Description: Information on pension schemes which the Government of Canada provides, administers and contributes to on behalf of persons in federal Public Service, employees engaged locally at Canadian foreign posts and international fisheries commissions of which Canada is a member; also general information on pension matters and social security benefits. *Topics:* Agencies and corporations; pensions — Canada Pension Plan, committees, Canadian Armed Forces Superannuation Act, Canadian Government Annuities, Diplomatic Service Superannuation Act, foreign countries, Governor General's Retiring Annuities Act, international fisheries, Judges Act, Lieutenant Governors' Superannuation Act, locally engaged employees contributory pension plans, Locally Engaged Employees (non-contributory) Pension Regulations, Members of Parliament and Senators Retiring Allowances Act, Pension Benefits Standard Act, provincial pensions; Public Service Superannuation Act, agencies and corporations, contributory status, elective service, financial information, Newfoundland employees, Pilotage Authorities, Public Service Pension Adjustment Act 1959; Reciprocal Transfer Agreements — cities, Crown corporations, hospitals, provinces, universities, retirement benefits, Supplementary Death Benefits.

TB-910
Conditions and Benefits of Work

Description: General information on the different conditions and benefits of work which apply in the federal Public Service. *Topics:* Adaptable work patterns — compressed work week, departmental programs, evaluation, flexible working hours; Canada Labour Standards Code; hours of work — overtime; leave; continuity of employment, severance pay, special leave, vacation, leave without pay; surveys; time off; holidays; transfer from federal to private or provincial jurisdiction; commuting assistance; dual employment in public service.

TB-920
Pay

Description: General information on the pay system in the federal Public Service. *Topics:* Wage theory; pay principles, policies and practices; pay administration; salary and wage determination; classification and pay; factors affecting pay determination; wage and salary surveys; wage and salary administration; control and comparison of salary levels; negotiations with Great Lakes pilots; inquiries; Central Administration; Pay Policy; pay plans; student hiring programs; effective dates of pay revision; Scientific Research Group; scientific research groups — departments; Special Assignment Pay Plan (SAPP); Management Category compensation in the Public Service; exempt and excluded classes — administration; Ministers' exempt staff; fees; premium pay for duties performed; pay for time not worked.

TB-930
Work Environment Design

Description: Information on the review of current policies affecting the design of work environments and possible recommendations for changes to ensure that human needs are given proper consideration in the establishment of such policies and related standards, procedures and practices.

Organization and Classification Division

The Division is responsible for providing advice on organizational issues of concern to the Treasury Board; managing the Executive Complement and PM-7 and equivalent (Senior Management Quota) control programs; managing the Temporary Assignment Pool program; reviewing, developing and maintaining classification policies and procedures; co-ordinating training programs in the areas of classification and staff relations; processing of complaints filed under the equal pay provisions (Section 11) of the Canadian Human Rights Act; recommending policies on and implementing the personnel management information and pay systems, and co-ordinating pay administration in the Public Service.

Manuals

- Pay Administration Manual
- Data Element Dictionary
- Lexicon of Terms and Definitions Relating to Personnel

Classes of Records

TB-940
Classification

Description: Information on the development and maintenance of classification systems and standards for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. *Topics:* Committees; senior staff meetings; public relations; goals and projects; Language Complexity Recognition Project; audit; classification review; manpower development and training; classification operations; conversion; classification standards; classification and selection standards — integration; policy planning and research; delegation; human rights — complaints.

TB-950
Organization

Description: Information on organizational issues of concern to the Treasury Board, the management of the Executive Complement and PM-7 and equivalent (Senior Management Quota) control programs, and the management of the Temporary Assignment Pool program.

Topics: Committees; decentralization; departments and agencies; Higher Salaried Personnel Freeze (30K Freeze); planning and evaluation groups; Executive and equivalent positions; studies and surveys; Temporary Assignment Pool (TAP).

TB-960
Pay Administration

Description: Information on the clarification of the overall responsibility for pay administration, the restatement of areas of departmental and central agency responsibility, and the identification of proposed changes in processes and activities. *Topics:* Pay administration coordination; pay policy interpretation.

TB-970
Personnel Data System

Description: Information program to assist users of data obtained from the central agency information systems. *Topics:* Committees; Data Element Dictionary; Kerr-Dawson Report; Personnel Applications Centre (PAC); Personnel Management Information Systems (PMIS).

Staff Relations and Compensation Division

The Division is responsible for conducting labour negotiations on the Employer's behalf in the federal Public Service as described in Schedule I, Part I, Public Service Staff Relations Act (PSSRA); and, in the process, for carrying out consultations with unions at the national level and in the National Joint Council; and for engaging in effective two-way communication with departmental management. The Division conducts, administers and advises on collective bargaining, negotiations, consultations, exclusions, designations, grievances and adjudication, certification, and employee-employer relations training. It is also responsible for compensation analysis for groups subject to collective bargaining, and the conduct of various research, analytical and statistical services for the Personnel Policy Branch (PPB).

Manuals

- Grievance and Adjudication Index
- Negotiations and Settlement Report

Classes of Records

TB-980
Staff Relations

Description: General information on staff relations. *Topics:* Background Paper on Staff Relations; consultations on policy proposals of other divisions; employee associations; inquiries; Labour Agreement Data Bank (McGill University); use of employer premises by employee organizations; Bilingualism Bonus; conferences and seminars; monthly meetings with departments; reports; Labour Canada Briefing Notes and Memoranda to Cabinet.

TB-990
Adjudication

Description: Information on the act or process of grievance adjudication. *Topics:* Reference to Chief Adjudicator Under Section 98 of the Public Service Staff Relations Act. *Retrievability:* Files arranged by category, group, individual, association and union

TB-1000
Certification

Description: Information on the exclusion of persons from bargaining units because of duties and responsibilities which require them to represent the interest of the employer; also the application for certification and certification proceedings. *Topics:* Establishment of bargaining units; managerial and confidential exclusions — reports and statistics; safety and security designations.

TB-1010
Committees and Councils

Description: Agenda, notices of meetings, memberships, etc., of committees and councils. *Topics:* National Joint Council — Standing Committees.

TB-1020
Complaints

Description: Information on the regulations and rules of procedures of the Public Service Staff Relations Board and their application to complaints; excludes complaints on pay implementation. *Retrievability:* Files are arranged by name of individual.

TB-1030
Discipline

Description: Information on the failure of an employee to maintain required standards of conduct and managerial response to employee misconduct; also, the procedures of the disciplinary process and the administration of discipline. *Topics:* Codes; discharges and suspensions.

TB-1040
Disputes and Strikes

Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the Employer's response to such activity. *Topics:* Legal proceedings — Postal Operations Group; illegal proceedings — prosecution.

TB-1050
Grievances

Description: Information on complaints in writing presented in accordance with the Public Service Staff Relations Act by an employee on behalf of himself and/or one or more other employees of federal departments and agencies.

TB-1060
Labour-Management Relations

Description: Information on management-union seminars; Canada Labour Relations Council; Senior Interdepartmental Committee on Labour Relations; union-management joint consultation; issues bearing on the matter of the Post Office becoming a Crown corporation.

TB-1070
Negotiations

Description: Information on agreements made in writing entered into under the Public Service Staff Relations Act between the Treasury Board of Canada Secretariat on one hand, and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. *Topics:* Boards, committees, tribunals; categories and groups — Postal Operations Group, Interdepartmental Committee on the Implications of the Goldenberg Recommendations; collective agreements; Cost-of-Living Allowances (COLA); outside collective bargaining; pay analysis; pay implementation; Pay Research Bureau; reports and statistics; studies and surveys.

TB-1080
Payroll Deductions

Description: Information on payroll deduction privileges for union or staff association dues which apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. *Topics:* Check-off of union dues — Public Service Alliance of Canada. *Retrievability:* Files are arranged by subject, credit union, association, department and agency.

TB-1090
Public Service Staff Relations Act

Description: Information on the Staff Relations Act, amendments, and related general information. *Topics:* Review — Finkelman Study.

TB-1100
Reference of Questions of Law or Jurisdiction

Description: Information on grievances which have been referred to adjudication. *Retrievability:* Files are arranged by category, group, association and union.

TB-1110
Separate Employers

Description: Information on separate employers as listed from time to time under Part II of Schedule I to the Public Service Staff Relations Act. *Topics:* Agencies; Auditor General; Social Sciences and Humanities Research Council; Canex; Communications Security Establishment; National Research Council; Public Service Staff Relations Board.

TB-1120
Statistics and Surveys

Description: Statistics, surveys and requests for information on personnel policy matters.

TB-1130
Systems Application and Evaluation

Description: Systems, their application and evaluation as they apply to personnel policy. *Topics:* Attendance, Leave, Overtime Shiftwork System (ALOSS). *Storage Medium:* EDP system.

TB-1140
Training and Communications

Description: Information on training and communications in staff relations.

Program Branch

The Branch is responsible for the following functions:

- The provision of analyses and recommendations to the Treasury Board to assist it in decisions on departmental Multi-year Operational Plan proposals, the Estimates (both Main and Supplementary) and Treasury Board submissions. The records on submissions other than Operational Plans and Estimates are maintained by the Submission Control Unit.

- The provision of support to the President of the Treasury Board in his capacity as a member of all Cabinet Committees in the form of information and advice on departmental submissions to Cabinet, and the operation of the decision-making and resource allocation system (the recording and reporting of the expenditure plans of the government, including the resource implications of all Cabinet decisions and the status of commitments on a multi-year basis).

- The production of multi-year forecasts of spending requirements and the reporting of these forecasts to the Priorities and Planning Committee as part of its review of fiscal plans.

- The development and maintenance of systems and the issue of the instructions and directives necessary to meet the above requirements.

To fulfill these responsibilities, Branch staff are required to maintain close working relationships with departmental managers and officials of the Department of Finance Canada and the secretariats supporting the several policy committees of Cabinet (the Privy Council Office and the Ministries of State for Social and Economic Development).

Manuals

- Program Forecast and Estimates Manual

- Submissions Manual — Policy and Expenditures Management System.

Classes of Records

TB-1150
Government of Canada

Description: Information on the general administration, organization and management of the Government of Canada. *Topics:* Governor General; House of Commons; Library of Parliament; Prime Minister's Office; Privy Council — administration, organization and management, Cabinet Decisions, Cabinet Committee Operations, Scientific Secretariat; Royal Commissions; Senate.

TB-1160
Government Policy

Description: General information on certain policies of the Government of Canada. *Topics:* Administration, organization and management.

TB-1170
Planning

Description: Information on analysis by the former Planning and Evaluation Division of the economic content of Cabinet Documents. *Topics:* Briefing material and recommendations for the President of the Treasury Board; liaison with universities and international bodies concerning government programs; speeches; evaluation of papers produced by universities; requests for publications on government studies; boards, committees, Royal Commissions; Cabinet legislation; interdepartmental committees.

TB-1180
Effectiveness Evaluation

Description: Information on economic analysis of major programs or policies to influence decisions on resource allocation by the former Planning and Evaluation Division; also, Program Forecast Submissions and Treasury Board Submissions; participation in interdepartmental task forces concerned with the evaluation of programs and policies; consultation and advice on program evaluation methodologies and their application within the Secretariat, other departments and occasionally, provincial governments and private institutions; and maintenance of effective liaison with departments and agencies, as well as with other branches of the Secretariat and the Office of the Comptroller General. *Topics:* Effectiveness Evaluation — "A" Base

Review; Operations Canada Agency — Katimavik Program; agricultural studies; Canadian nuclear programs; resources; environmental quality; benefit-cost studies; Tax and Transfer Integration (TTI); industrial studies; information systems; labour market studies; program activity structure; regional development studies; housing studies; science studies; social program and evaluation studies; Social Security Review; airport studies; models, guides; project development; Short Take Off And Landing (STOL); education; finance and loans studies; post-secondary education; regulatory activity studies; Auditor General of Canada; financial studies; general economic conditions; government operations studies; health studies; studies of the federal government as Employer; Real Property Acquisition Task Force; international development studies; research development studies; transportation studies; welfare studies; Study on Long Term Education Policy After 1974; pension policy; Make or Buy (Contracting Out).

TB-1190
Decentralization

Description: The study of the Task Force Team on decentralization: the implications of relocation and other decentralization projects. *Topics:* Departments and agencies, foreign governments; questionnaires.

Budget Co-ordination Group

The Group comprises three Divisions: Estimates, Management Information Systems, and Expenditure Analysis.

Estimates Division

This Division issues the manuals of instructions on the preparation of Multi-Year and Budget Year Operational Plan submissions. It compiles central records for Estimates and Operational Plan submissions, Treasury Board Secretariat recommendations and decisions on those submissions. These central records form the main sources of information on government expenditures, commitments and plans. The Division also keeps the accounts for expenditure allotments and for centrally financed votes.

The Estimates Group has a major operational role in the technical production of Main and Supplementary Estimates, including advice to analysts in matters of vote wording, expenditure coding and allotment control. The Division is also responsible for scheduling, preparing and documenting the Estimates and Appropriation Acts and supporting the President at the tabling of these Acts and the associated press conferences.

Management Information Systems Division

The Division designs, develops, implements and operates EDP systems to management specifications based on the budgetary cycle of operational plan and estimates reviews, and other controls or analytical requirements of the Branch.

Expenditure Analysis Division

The Division is responsible for central expenditure control function which the Branch carries out on behalf of the government. Periodic detailed projections of government spending based on alternative economic and government policy scenarios are prepared in co-operation with the program divisions; analyses of historical and projected future spending patterns are then submitted for Cabinet consideration. Once the expenditure framework has been established, the Division is responsible for monitoring subsequent Treasury Board, Cabinet Committee and Cabinet decisions with expenditure implications, changes in the forecast requirements for statutory programs, and the effects of any special spending control initiatives such as expenditure reductions or directed lapses. The Division prepares weekly reports for the Treasury Board and the Policy Committees of Cabinet on the status of expenditure commitments within the approved framework and on expected total outlays for the current and future years. These records are maintained on an "envelope" basis (corresponding to particular policy sectors) as well as at the aggregate level. The above central expenditure control duties require a close working relationship with the Department of Finance Canada (particularly the Fiscal Policy Division), the Ministries of State for Economic Development and Social Development, and the Secretariats of the Privy Council Office which support the other Policy Committees.

The Division co-ordinates special Branch activities which cross program division lines, in particular, advice to the President and the Minister of Finance Canada on expenditure issues relating to the annual Fiscal Planning exercise, which entails the collection, consolidation and analysis of detailed information or recommendations from the Program Divisions, and the presentation of alternatives for consideration. The Division is also responsible for preparing all related Cabinet Documents and the Federal Expenditure Plan booklet which accompanies the tabling of Main Estimates.

Classes of Records

TB-1200
Budget Co-ordination

Description: Information on general Branch activities; current issues; the government's spending plans for Parliament (Estimates) and requests for funds and authorities (Supply Bill and Governor General's Warrants); also management of the government's Contingency Fund and other central systems. *Topics:* Auditor General's Reports; economic stimulation; Estimates; financial administration; Governor General's Warrants; Management Information System; Capital Expenditures; How Your Tax Dollar is Spent; manpower allocation and control; planning, programming and budgeting; Special "A" Base Review; Canadian Transport Commission; Transport Canada; program review.

Program Divisions

The Program Divisions are responsible for assessing the resource implications of departmental policies and programs, and providing advice on these subjects to the Secretary, the President, and the Treasury Board.

The Divisions also communicate to departments the policies, directives and decisions emanating from the Treasury Board which affect the use and level of resources, and monitor the implementation of the decisions as required. Interdepartmental consultation on policy and program proposals to avoid duplication of effort or conflicts in mandates is also initiated by these Divisions.

The specific responsibilities of the Program Divisions include:

- analysis of the Multi-Year and Budget Year Operational Plan Submissions from departments and agencies and the development of recommendations on the allocation of resources;
- analysis of and advice on departmental submissions to the Board, which include requests for additional financial or personnel resources, proposals for the classification of accounts, authority to levy fees, and approval of specific capital projects

(records on these submissions are maintained by the Submission Control Unit);

- analysis of Cabinet Documents, including the preparation of briefing material and recommendations for the President of the Treasury Board;
- participation in interdepartmental meetings on the development or implementation of government policies and programs;
- monitoring of the implementation of government policies and programs by departments;
- assessment of the efficiency of departmental programs and operations;
- co-ordination of resource proposals between departments and agencies as required to minimize duplication and to ensure, where possible, that appropriate interdepartmental consultation has taken place before proposals are placed before Ministers; and
- maintenance of liaison with the Privy Council Office, the Ministries of State for Social and Economic Development, the Department of Finance Canada, the Office of the Comptroller General, and other agencies as well as other branches of the Secretariat, in the discharge of their responsibilities.

Classes of Records

TB-1210
Departmental Programs and Activities

Description: Information organized by individual department and agency, on the general administration of departments and agencies subject to the Financial Administration Act; financial management programs (which include records on estimates and budgets); programs and projects. *Topics:* Main Estimates; budgets; administration; departmental programs.

Crown Corporations Division

The Division has primary responsibility for advising the President and the Treasury Board on the financial requirements of Crown corporations and their subsidiaries, and for the development of policy (and legislation) governing Crown corporations in general.

Specific responsibilities of the Division include:

- the provision of advice and recommendations to the President and the Treasury Board on Estimates and other submissions to the Board on Crown corporations;
- the provision of advice and recommendations to the President and the Treasury Board on the Operating Budgets, Capital Budgets and Corporate Plans of Crown-owned corporations;
- the analysis of Cabinet Documents on Crown corporations, including the preparation of briefing material and recommendations for the President of the Board;
- the development of policy (and, periodically, legislation) on matters of general applicability to Crown corporations, such as control by and accountability to government, as well as methods and frequency of reporting; and
- the undertaking of special projects from time to time at the direction of Cabinet or the Treasury Board, such as the valuation of designated Crown corporations or the acquisition and disposition of such corporations.

Classes of Records

TB-1220
Privatization

Description: Information on the privatization of Crown corporations. *Topics:* Administration; advisory board; Crown corporations to be privatized and authorities; financial advisors; minutes of meetings; progress reports; public reactions.

TB-1230
Interdepartmental Task Force on Crown Corporation Legislation

Description: Information on the ongoing analysis of Crown corporation corporate plans, capital and operating budgets, and the planning and implementation of new Crown corporation legislation. *Topics:* Interdepartmental Task Force on Crown Corporation Legislation — control, direction and accountability.

Standard Classes of Records

The following Section describes the subject matter of certain records which are common to most federal departments and agencies, including such matters as personnel, finance, purchasing and property control, materiel management and central services. Individuals seeking access to these standard classes of records should select particular topics and forward their access requests to the government institution whose programs and records are of primary interest.

Classes of Records

COM-83-10
Administration

Description: Administration generally; accidents generally, motor vehicle accidents; agreements; appreciation, complaints and inquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

COM-83-20
Acts and Legislation

Description: Acts and legislation - general, departmental, federal, foreign and provincial.

COM-83-30
Administrative and Management Services

Description: Administrative and management services generally; correspondence management; duplication services; Electronic Data Processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services, records management, security services, telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

COM-83-40
Co-operation and Liaison

Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

COM-83-50
Buildings and Properties

Description: Buildings and properties generally, accommodation, accounting and inventories, planning and requirements, reports and statistics.

COM-83-60
Buildings

Description: Buildings generally, acquisition, alterations and repairs, construction, contracts, damages, disposal, fires and fire prevention, and maintenance.

COM-83-70
Lands

Description: Lands generally, acquisition, concessions, development, disposal, fencing, flood control, landscaping, parking areas, roads, streets and sidewalks.

COM-83-80
Utilities

Description: Utilities generally, air conditioning, electric power, water and sewage, garbage disposal, gas and oil, heating, lighting, plumbing and ventilation.

COM-83-90
Equipment and Supplies

Description: Equipment and supplies generally, accountability and inventories, catalogues, clothing, disposal and surplus, food, forms, fuels, laboratory, loans, maintenance and repairs, price lists and stationery.

COM-83-100
Furniture and Furnishings

Description: Furniture and furnishings generally, beds and bedding, chesterfields and sofas, drapes, filing cabinets, household and office furniture and furnishings, and pictures.

COM-83-110
Office Appliances

Description: Office appliances generally, calculators, data processing hardware, duplicating equipment, photographic and microfilming equipment, recorders and typewriters.

COM-83-120
Procurement

Description: Procurement generally, contracts, local purchase orders, procedures and regulations, requisitions and standing offer agreements.

COM-83-130
Vehicles

Description: Vehicles generally, air, land and water, insurance, maintenance and repairs, operating standards, registration and licences.

COM-83-140
Finance

Description: Finance generally, agreements and arrangements, allotments and transfers, allowances, banks and banking, cheques, claims, contracts, currency, encumbances, expenditures, fees, funds, revolving funds and working capital advances, grants, signing authorities, taxes and travel allowances and expenses.

COM-83-150
Accounts and Accounting

Description: Accounts and accounting generally, cash accounts, accounts payable, accounts receivable and standing advances.

COM-83-160
Audits

Description: Auditor General reports and internal audit reports.

COM-83-170
Budgets

Description: Budgets generally, estimates and supplementary estimates and program forecasts.

COM-83-180
Personnel

Description: Personnel generally, accidents and injuries, appointments, attendance, awards and honours, Corps of Commissionaires, establishment, hours of work and overtime, leave and holidays, promotions and reclassifications, regulations and directives, reports and statistics, retirements and separations.

COM-83-190
Classification of Positions

Description: Classification generally, audits, category and group, individual positions and standards.

COM-83-200
Employment and Staffing

Description: Employment and staffing generally, applications, casual and term employees, competitions, programs, recruitment, requests for staffing action, and summer students.

COM-83-210
Human Resources

Description: Human resources generally, career management, inventories, performance appraisal, reports and statistics, requirements and utilization.

COM-83-220
Occupational Health, Safety and Welfare

Description: Occupational health, safety and welfare generally, counselling, health units, medical examinations, nursing services, recreation and sports, and surveys.

COM-83-230
Official Languages

Description: Official languages generally, identification and designation of bilingual positions, Language Requirements Program, recruitment, and replacements.

COM-83-240
Pensions and Insurance

Description: Pensions and insurance generally, superannuation plans, Canada Pension Plan, Quebec Pension Plan, reciprocal transfer agreements, federal, provincial and private hospital and medical insurance plans, Death Benefit Plan, Disability Insurance and Unemployment Insurance Plans.

COM-83-250
Salaries and Wages

Description: Salaries and wages generally, acting pay, deductions, pay rates, pay system; performance and senior merit pay, regulations, salary revisions and severence pay.

COM-83-260
Staff Relations

Description: Staff relations generally, adjudication, bargaining agents, collective agreements and interpretations, discipline, grievances, managerial and confidential exclusions and union relations.

COM-83-270
Training and Development

Description: Training and development generally, attendance, course content, course evaluations, individual courses, language training, nominations, plans, schedules and directives, and types of courses.

Principal Contact Points for Other Institutions

Please address any requests under the Access to Information Act to the appropriate officials listed below. Full descriptions for the organization, programs and records of these institutions will be published in the first edition of the Access Bulletin.

Advisory Council on the Status of Women
President's Assistant
Administration and Personnel
Advisory Council on the Status of Women
66 Slater Street, 18th Floor
Ottawa, Ontario
K1P 5H1
Tel.: Tel.:(613)992-4975

Agricultural Products Board (see Agriculture Canada)

Agricultural Stabilization Board (see Agriculture Canada)

Anti-Dumping Tribunal (see Finance)

Atlantic Development Council
Development Officer
Atlantic Development Council
Building 102
Pleasantville
St. John's, Newfoundland
A1A 1N1
Tel.: (709)772-4090

Atlantic Pilotage Authority
Corporate Secretary
Atlantic Pilotage Authority
Bank of Montreal Tower, Suite 1203
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Tel.: (902)426-2550

Atomic Energy Control Board
Planning Advisor
Atomic Energy Control Board
P.O. Box 1046
Ottawa, Ontario
K1P 5S9
Tel.: (613)995-509

Bank of Canada
Secretary
Bank of Canada
234 Wellington Street
Centre Building, 4th Floor
Ottawa, Ontario
K1A 0G9
Tel.: (613)563-8537

Bilingual Districts Advisory Board (see Secretary of State)

Board of Trustees of the Queen Elizabeth II Fund (see Medical Research Council)

Bureau of Pension Advocates (see Veterans Affairs)

Canada Council
Secretary to the Council
Canada Council
255 Albert Street
Ottawa, Ontario
K1P 5V8
Tel.: (613)237-3400

Canada Deposit Insurance Corporation (see Finance)

Canada Employment and Immigration Commission (see Department of Employment and Immigration)

Canada Labour Relations Board
Canada Labour Relations Board
Lester B. Pearson Building
Tower D, 3rd Floor
125 Sussex Drive
Ottawa, Ontario
K1A 0X8
Tel.: (613)996-9466

Canada Mortgage and Housing Corporation
Manager, Access to Information and Privacy Office
Canada Mortgage and Housing Corporation
CMHC Building
Montreal Road
Ottawa, Ontario
K1A 0P7
Tel.: (613)748-2952

Canadian Centre for Occupational Health and Safety
Director, Communications
Canadian Centre for Occupational Health and Safety
500-300 Slater Street
Ottawa, Ontario
K1P 6A6
Tel.: (613)995-0938

Canadian Commercial Corporation
Comptroller
Canadian Commercial corporation
Place de Ville
Tower B, 17th Floor
112 Kent Street
Ottawa, Ontario
K1A 1E9
Tel.: (613)996-0161

Canadian Cultural Property Export Review Board
Canadian Cultural Property Export Review Board
Moveable Cultural Property Communications
Journal Tower South
365 Laurier Avenue West, Room 1524
Ottawa, Ontario
K1A 0C8
Tel.: (613)993-4525

Canadian Dairy Commission
Director, Information
Canadian Dairy Commission
Pebb Building
2197 Riverside Drive, 5th Floor
Ottawa, Ontario
K1A 0Z2
Tel.: (613)998-9490

Canadian Film Development Corporation
Chairman
Canadian Film Development Corporation
Tour de la Bourse
P.O. Box 71
Montreal, P.Q.
H4Z 1A8
Tel.: (514)283-6363

Canadian Forces - Access (see National Defence)

Canadian Government Specifications Board (see Supply and Services Canada)

Canadian Grain Commission (see Agriculture Canada)

Canadian Human Rights Commission
General Counsel
Canadian Human Rights Commission
257 Slater Street
Ottawa, Ontario

K1A 1E1
Tel.: (613)995-2410

Canadian International Development Agency
Access to Information and Privacy Co-ordinator
Canadian International Development Agency
Place du Centre, 8th Floor
200 Promenade du Portage
Hull, P.Q.
K1A 0G4
Tel.: (613)997-964

Canadian Livestock Feed Board
Director, Administration
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montreal, P.Q.
H3X 3T4
Tel.: (514)283-7505

Canadian Penitentiary Service (see Correctional Service of Canada)
Co-ordinator, Access to Information and Privacy
Correctional Service Canada
460 O'Connor Street, Room 1009
Ottawa, Ontario
K1A 0M2
Tel.: (613)995-3689

Canadian Pension Commission (see Veterans Affairs)

Canadian Radio = Television Telecommunications Commission
Director, Statistical Centre
Canadian Radio = Television Telecommunications Commission
Les Terrasses de la Chaurdière
Centre Building, 2nd floor
1 Promenade du Portage
Hull, P.Q.
K1A 0N2
Tel.: (613)997-6785

Canadian Saltfish corporation (see Fisheries and Oceans)

Canadian Transport Commission
Access to Information and Privacy Co-ordinator
Canadian Transport Commission
Les Terrasses de la Chaudière
15 Eddy street, 17th Floor
Hull, P.Q.
K1A 0N9
Tel.: (613)997-4290

Canadian Unity Information Office
Director, Corporate Services
Canadian Unity Information Office
P.O. Box 1986
Station B
Ottawa, Ontario
K1P 6G6
Tel.: (613)993-6886

Crown Assets Disposal Corporation (see Supply and Services Canada)

Defence Construction (1951) Ltd.
Secretary
Defence Construction (1951) Ltd.
SBI Building, 12th Floor
Billings Bridge Plaza
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
Tel.: (613)998-9541

Director of Soldier Settlement (see Veterans Affairs)

Director, Veterans Land Act (see Veterans Affairs)

Economic Council of Canada
Director General, Administration
Economic Council of Canada
P.O. Box 527
Ottawa, Ontario
K1P 5V6
Tel.: (613)993-1030

Energy Supplies Allocation Board (see Energy, Mines and Resources)

Farm Credit Corporation
Chief, Administration
Farm Credit Corporation
P.O. Box 2314
Postal Station D
Ottawa, Ontario
K1P 6J9
Tel.: (613)996-6606

Federal Business Development Bank
Senior Solicitor
Access to Information and Privacy
Federal Business Development Bank
P.O. Box 6021
Montreal, P.Q.
H3C 3C3
Tel.: (514)283-3365

Federal Mortgage Exchange Corporation (see finance)

Federal-Provincial Relations Office (see Privy Council Office)

Fisheries Prices Support Board (see Fisheries and Oceans)

Fisheries Research Board of Canada (see Fisheries and Oceans)

Foreign Investment Review Agency
Corporate Secretary
Foreign Investment Review Agency
P.O. Box 2800
Postal Station D
Ottawa, Ontario
K1P 6A5
Tel.: (613)996-2414

Freshwater Fish Marketing Corporation (see Fisheries and Oceans)

Great Lakes Pilotage Authority
Manager, Finance and Administration
Great Lakes Pilotage Authority
P.O. Box 95
Cornwall, Ontario
K6H 5R9
Tel.: (613)933-2995

Historic Sites and Monuments Board (see Environment Canada)

Immigration Appeal Board
Director, Fianance and Administration
Immigration Appeal Board
116 Lisgar Street, 3rd Floor
Ottawa, Ontario
K1A 0K1

International Development Research Centre
Special Assistant
Office of the President
International Development Research Centre
60 Queen Street, 15th Floor
Ottawa, Ontario
K1G 3H9
Tel.: (613)996-2321

Laurentian Pilotage Authority

Laurentian Pilotage Authority
1080 Beaver Hall Hill
Suite 1804
Montreal, P.Q.
H2Z 1S8
Tel.: (514)283-6320

Law Reform Commission
Director, Operations
Law Reform Commission
Varette Building
130 Albert Street, Room 844
Ottawa, Ontario
K1A 0L6
Tel.: (613)996-7844

Medical Research Council
Director, Grants Program
Medical Research Council
Jeanne Mance Building, Room 2012
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Tel.: (613)996-8172

Merchant Seamen Compensation Board (see Labour Canada)

Metric Commission (see Consumer and Corporate Affairs)

National Battlefields Commission (see Environment Canada)

National Capital Commission
Director
Supply and Administration Services
National Capital Commission
161 Laurier Avenue West, 13th Floor
Ottawa, Ontario
K1P 6J6
Tel.: (613)992-0338

National Design Council (see Industry, Trade and Commerce)

National Energy Board
Secretary
National Energy Board
473 Albert Street, Room 1140
Ottawa, Ontario
K1A 0E5
Tel.: (613)995-7699

National Farm Products Marketing Council (see Agriculture Canada)

National Film Board
Director of Administration
National Film Board
P.O. Box 6100, Station A
125 Houde Street
St. Laurent, P.Q.
H3C 3H5
Tel.: (514)333-3122

National Harbours Board
Vice President
Law and Corporate Secretary
Ports Canada
Place de Ville
Tower A, 14th Floor
320 Queen Street
Ottawa, Ontario
K1A 0N6
Tel.: (613)992-0180

National Library
Executive Secretary
National Library
395 Wellington Street, Room 206
Ottawa, Ontario
K1A 0N4
Tel.: (613)995-3904

National Parole Service (see Correctional Service of Canada

Natural Sciences and Engineering Research Council
Secretary
Natural Sciences and Engineering Research Council
Building M-55, Room 361
Montreal Road
Ottawa, Ontario
K1A 0R6
Tel.: (613)993-9358

Northern Canada Power Commission
Corporate Secretary
Northern Canada Power Commission
7909-51st Avenue
P.O. Box 5700, Station L
Edmonton, Alberta
T6C 4J8
Tel.: (403)465-3377

Northern Pipeline Agency
Comptroller
Northern Pipeline Agency
Varette Building
130 Albert Street, 15th Floor
Ottawa, Ontario
K1P 5G4
Tel.: (613)593-7860

Northwest Territories Water Board
Executive Secretary
Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
Tel.: (403)920-8191

Office of the Co-ordinator, Status of Women
Access to Information and Privacy
Status of Women
151 Sparks Street
Ottawa, Ontario
K1A 1C3
Tel.: (613)995-7835

Office of the Correctional Investigator
Co-ordinator
Access to Information and Privacy
Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5
Tel.: (613)996-9771

Office of the Custodian of Enemy Property (see Supply and Services Canada)

Pacific Pilotage Authority
Chief Accountant
Pacific Pilotage Authority
605-1200 West Pender Street
Vancouver, B.C.
V6E 2T9
Tel.: (604)666-6771

Pension Appeals Board
Registrar
Pension Appeals Board

P.O. Box 8567
Ottawa, Ontario
K1G 3H9
Tel.: (613)993-2047

Pension Review Board (see Veterans Affairs)

Petroleum Compensation Board (see Energy, Mines and Resources)

Petroleum Monitoring Agency (see Energy, Mines and Resources)

Prairie Farm Assistance Administration (see Regional Economic Expansion)

Prairie Farm Rehabilitation Administration (see Industry, Trade and Commerce)

Public Service Commission
Director General
Corporate Systems and Services Branch
Public Service Commission
L'Esplanade Laurier
West Tower, Room 1943
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7
Tel.: (613)995-2841

Public Service Staff Relations Board
Secretary Registrar
Public Service Staff Relations Board
140 O'Connor Street
P.O. Box 1525, Station B
Ottawa, Ontario
K1P 5Z2
Tel.: (613)996-6709

Public Works Land Company
Director
Canada Lands Company Ltd.
Public Works Canada
Sir Charles Tupper Building
Riverside Drive, 7th Floor
Ottawa, Ontario
K1A 0M2
Tel.: (613)998-4544

Regional Development Incentives Board (see Industry, Trade and Commerce)

Restrictive Trade Practices Commission
Secretary of the Commission
Restrictive Trade Practices Commission
P.O. Box 336
Postal Station A
Ottawa, Ontario
K1N 8V3
Tel.: (613)992-0274

Royal Canadian Mint
Senior Personnel and Industrial Relations Officer
Royal Canadian Mint
Place Vanier
Tower B, 6th Floor
355 River Road
Ottawa, Ontario
K1A 0G8
Tel.: (613)993-1249

St. Lawrence Seaway Authority
Counsel
St. Lawrence Seaway Authority
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Tel.: (613)932-5170

Science Council Canada
Planning and Operations Officer
Science Council Canada
Berger Building, 16th Floor
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
Tel.: (613)996-7930

Seaway International Bridge Corporation Ltd. (see St. Lawrence Seaway Authority)

Social Sciences and Humanities Research Council
Secretary to the Council
Social Sciences and Humanities Research Council
255 Albert Street, 12th Floor
Ottawa, Ontario
K1P 6G4
Tel.: (613)995-9330

Standards Council of Canada
Director
National Standardization Branch
Standards Council of Canada
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Tel.: (613)238-3222

Statute Revision Commission (see Justice)

Tariff Board
Executive Assistant
Tariff Board
Journal Building
South Tower, 21st Floor
365 Laurier Avenue West
Ottawa, Ontario
Tel.: (613)996-8541

Tax Review Board
Administrator
Tax Review Board
381 Kent Street, Room 314
Ottawa, Ontario
K1A 0M1
Tel.: (613) 995-9045

Textile and Clothing Board
Office of the Access to Information and Privacy Co-ordinator
Textile and Clothing Board
235 Queen Street, First Floor, West
Ottawa, Ontario
K1A 0H5
Tel.: (613)993-6336

Uranium Canada, Limited (see Energy, Mines and Resources)

War Veterans Allowance Board (see Veterans Affairs)

Yukon Territory Water Board
Yukon Territory Water Board
200 Range Road
Whitehorse, Yukon Territory
Y1A 3V1
Tel.: (403)668-5151

Number/
Numéro

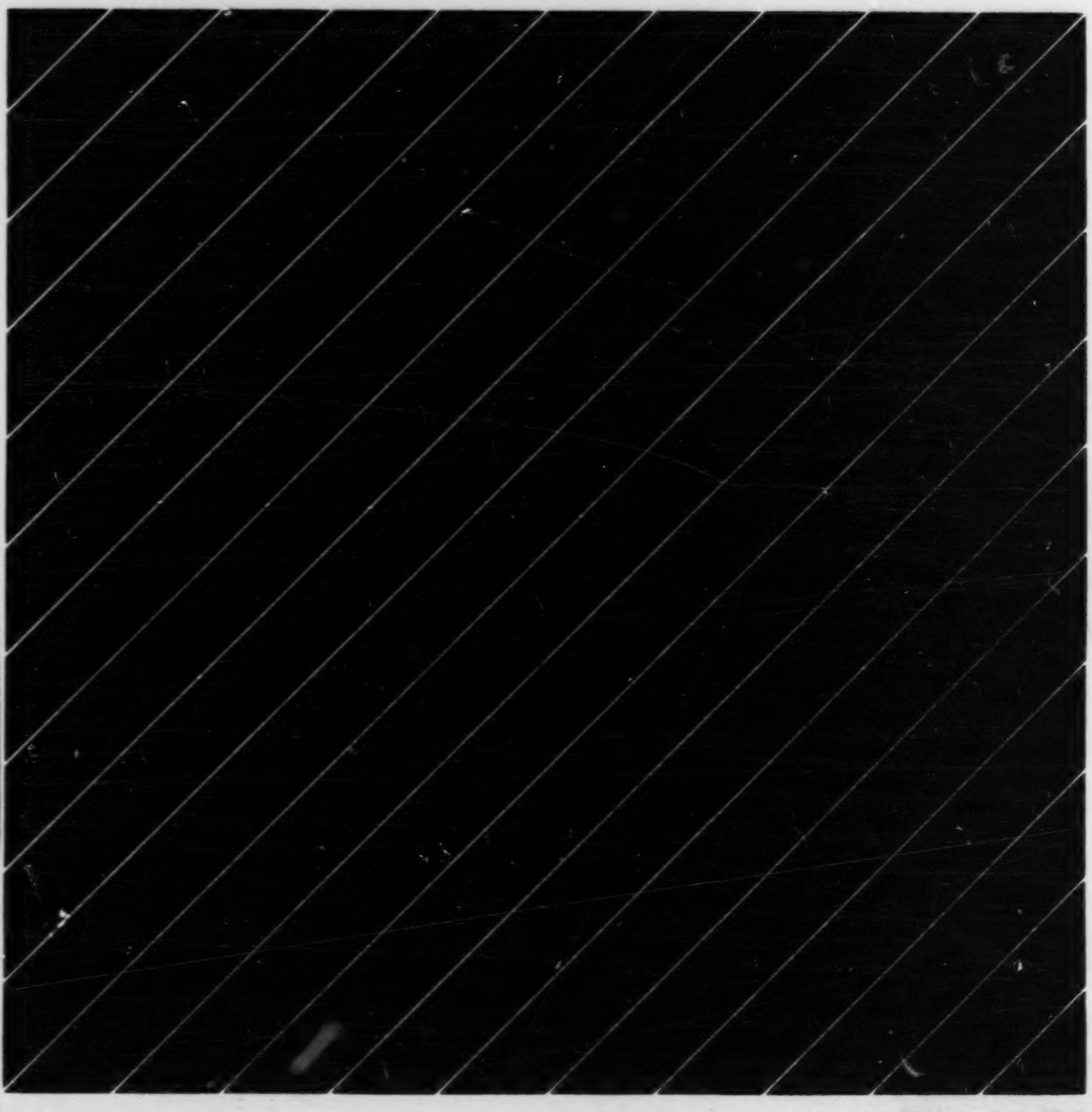
2

Government of Canada　Gouvernement du Canada

Access to Information Act

Access
Register 1983

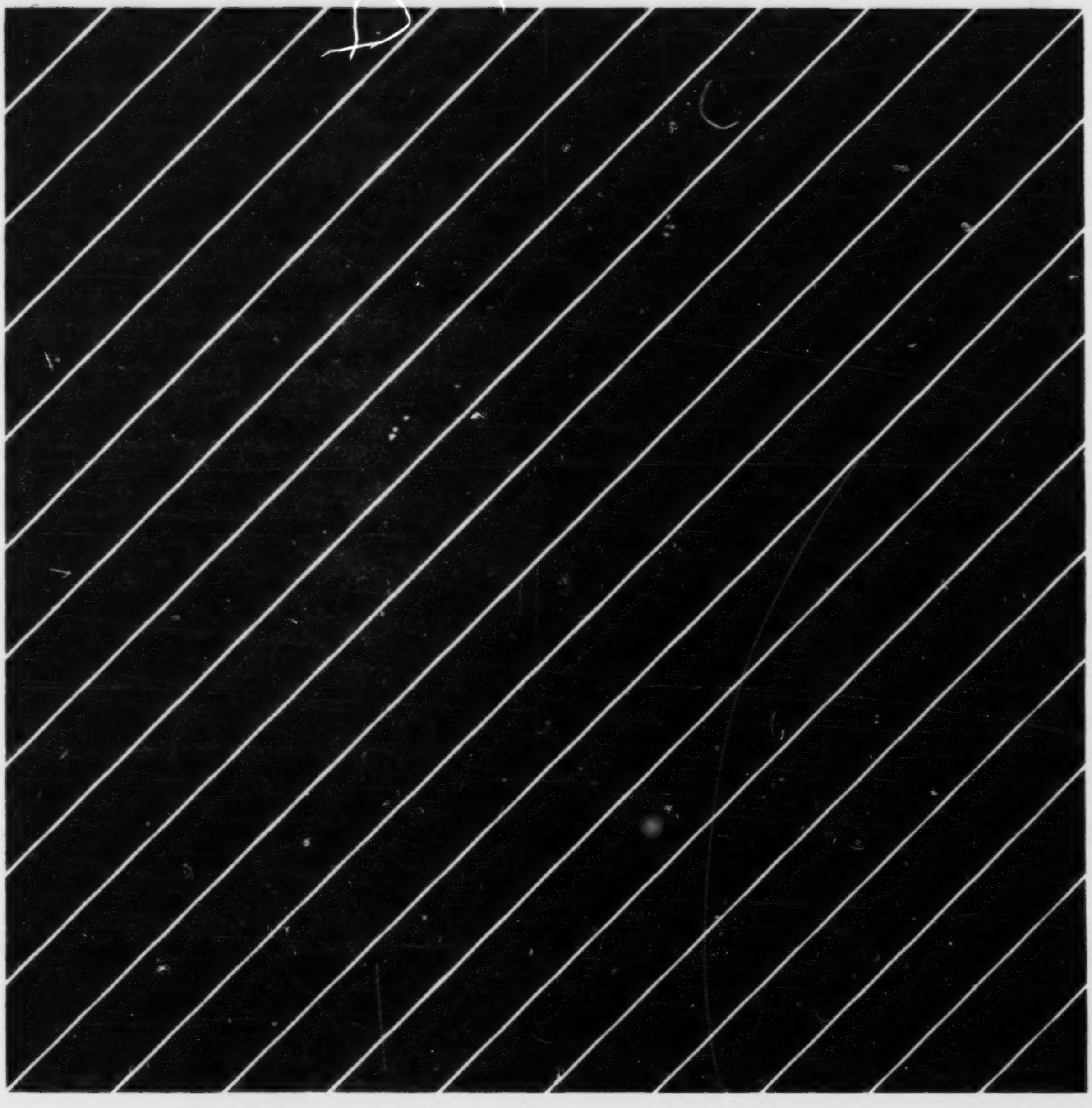
Supplement



Canada

Access
Register 1983

Supplement



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Introduction to the Supplement

The *Access to Information Act*, proclaimed in 1983, grants any Canadian citizen or permanent resident of Canada the right to examine or receive copies of records of a federal government institution, except in limited and specific circumstances.

New Rights

Prior to the Act being in place you did not have a right to information contained in most federal government records although you might have been provided with information on a voluntary basis. Now, if you request information and it is not excluded or exempted, the government institution must provide you with access to it. The burden of proving that information is exempt rests with the institution.

When to use the *Access to Information Act*

You should use the Act to obtain information when you believe the information is contained in government records and is not available to you through other existing information service programs of the federal government. Many government institutions operate extensive information programs across Canada, including libraries, public affairs offices and computer-based inquiry systems, whose major purpose is to provide information to the public. These services will continue to operate and do not require the use of the *Access to Information Act*.

Government Records Covered by the Act

The Act gives you access to information contained in federal government records, regardless of their particular storage medium or physical location. With this definition of record, you may seek access to a wide range of government information, including data produced by computer-based information systems and material held in different storage media such as audio or visual recordings, micrographic records and magnetic tapes. The Act further provides access to information in the form of manuals which reflect the internal policies, procedures and instructions through which officials administer particular programs and generally conduct government business.

Government Records Not Accessible under the Act

There are two sets of conditions that limit your right to obtain information under the Act: exemptions and exclusions.

The Act lists a number of exemptions which are intended to provide protection for particular kinds of information, the release of which would cause identifiable harm or would be contrary to the law. Examples of exemptions include information dealing with injury to international relations and defence, or trade secrets.

In addition, certain information is excluded from the scope of the Act. This includes information which is already available to the public such as formally catalogued publications, library or museum material held solely for reference purposes and publicly accessible computer inquiry systems, which are available free of charge or at costs listed in an existing price schedule. The other exclusion is material which is directly connected with the operations of Cabinet, such as Cabinet documents and minutes or records of decision.

Special Note: Personal Information

You should not use the *Access to Information Act* to access personal information about yourself which you believe a government institution maintains in a personal information bank. You may access such information using the procedures established by the *Privacy Act*. Information on your rights under that Act may be obtained by consulting the *Index of Personal Information*.

How to Use the *Access to Information Act*

The *Access Register*, which consists of a main volume and a supplement, and Access to Information Request Forms, are located in public libraries and government information offices in major population centres across the country and in some 2,000 postal stations in rural areas. The *Access Register*, which will be produced annually with updates twice within each year, describes the organization, program responsibilities, procedures manuals and classes of records for major federal departments and related agencies. Its main purpose is to assist you in identifying precisely which records you wish to see, and to indicate an appropriate official for each institution to whom requests for information should be directed.

If you are unable to consult the *Access Register*, or if you know which records are of interest without consulting it, you may write directly to the appropriate government institution, enclosing the application fee of $5.00, clearly stating that you are requesting information under the *Access to Information Act*.

Assistance

You can contact the Access to Information Co-ordinator of the appropriate federal institution, either in person, by telephone, or by letter. Access Co-ordinators for each government institution are listed in the *Access Register*. The Co-ordinator will assist you, at no charge, in identifying the records you wish to see. If you ask for assistance by letter, include as much information as you can to identify the records you are looking for, and ensure that you provide sufficient information to enable an official to reply, either in writing or by telephone.

Cost

There is a non-refundable application fee of $5.00 which must be submitted with your request. You also have to pay for time in excess of 5 hours spent in processing your request as well as copying costs (if applicable) and computer processing time and related charges (if applicable). If the costs are considerable you will be notified before they are incurred and you may be asked to make a deposit.

Response Time

The government institution has 30 calendar days to respond to your request. If the request is for a large number of records or is complex, the institution may extend the time limit but it must inform you that it has done so.

Complaints and Judicial Review

The government has established the Office of the Information Commissioner to deal with complaints about the operation of the Act. You have the right to complain to the Commissioner if you believe you were wrongly denied access to information or if the response took too long or cost too much. If, after lodging a complaint with the Information Commissioner, you are still unable to get access to the information you want, you may then take your case to the Federal Court.

Complaint Process

There are a number of specific steps that take place in handling a complaint. These are:

- The complainant (or a representative, e.g. a lawyer) makes a complaint in writing to the Information Commissioner (within one year if the complaint has to do with an access request).
- The Information Commissioner investigates the complaint using the powers conferred upon the Office by the Act (e.g. power to

summon persons, to examine records, etc.). During the investigation the Commissioner must hear representations from any of the parties involved in the complaint, including any third party where that person or organization has an interest in the disclosure or restriction of the information.

- If the Commissioner finds that the complaint is justified, a report on the findings of the investigation is prepared, together with any appropriate recommendations to the institution. The Commissioner can request that the institution provide notice within a specified time of any action to be taken to implement the recommendations or reasons why it won't be taken. The Commissioner also informs the complainant of the findings, as well as any third parties who may be involved.

Appeal to the Federal Court

If the Commissioner does not find the complaint about the denial of access to a record to be valid and the complainant is dissatisfied with this decision, he or she may take the case to the Federal Court within 45 days of receiving the Commissioner's report. The complainant may also take the case to court if the Commissioner has recommended that the government institution disclose the information and the institution, which is not bound to act according to such recommendations, still refuses.

Responsibilities of Government Institutions

Each institution is responsible for implementing the legislation. This entails establishing and maintaining detailed inventories of their records to assist in the production of the *Access Register*, designating an officer to act as the Access to Information Co-ordinator, establishing public reading rooms for the review of manuals and other records, and processing access requests. The head of every government institution is required to submit an annual report to Parliament on the administration of the Act. A list of the names and addresses of all institutions and their Access to Information Co-ordinators covered by the Act is available on request from:

Communications Division
Treasury Board of Canada
Place Bell Canada, 20th Floor
160 Elgin Street
Ottawa, Ontario
K1A 0R5
Telephone: (613) 995-6141

Access Register

Purpose and Scope

The Register, produced annually with updates twice within each year, describes the organization, program responsibilities, operational manuals and classes of records of the federal government. It represents the first attempt to establish a single reference handbook on government activities and information sources. The main purpose of the *Access Register*, which contains information on more than 120 government institutions, is to assist you in identifying precisely which records you may wish to see under the *Access to Information Act*.

Methodology

In order to restrict the *Access Register* to a reasonable size, yet provide sufficient detail to assist you in locating records, we have adopted a two-stage approach to describe the programs and records of federal institutions.

- The first stage is the formal *Access Register* publication, which contains summary descriptions of the program activities and the subject content of classes of records for major federal departments and related agencies. For 1983, the *Access Register* consists of a main volume containing descriptive material on 76 major federal departments and related agencies and a supplement providing similar material on over 50 federal institutions comprising mainly regulatory agencies, boards and commissions of the federal government. The *Access Bulletin*, published twice within each year, will update the *Access Register* and provide other information on the operation of the *Access to Information Act*. The Register thus represents only the initial finding aid to federal government programs and classes of records.

- The second stage, which will not be published centrally, consists of internal departmental file classification systems and related file indices, library catalogues, information system directories and other internal work instruments which federal institutions maintain to assist in the management and use of their total information resources. You may wish to request access to certain portions of these internal finding aids under the Act in order to further narrow the search for the precise records which you are seeking.

Structure of the *Access Register Supplement*

The Supplement is organized into chapters by federal institution. A final chapter describes classes of records on administrative activities and responsibilities common to all government institutions — "housekeeping" matters such as personnel, finance, purchasing, property management and other general internal administrative functions.

For each major chapter in the publication, the following information items are provided:

- Background — brief statement on the history and development of the institution, including recent program realignments.
- Laws and Regulations — concise list of the laws and regulations under which the agency operates.
- General Information Services — brief description of existing information services and products at the institution, including library services, major publications and other information sources.
- Access Procedures — description of the official contact points (normally the Access to Information Co-ordinator) to which formal requests under the Act should be addressed.
- A description of the organization, program responsibilities, operational manuals and classes of records presented in the format outlined below.

Function

Each section begins with a concise description of the current tasks and activities carried out by the organizational unit. The titles of organizational units are printed in a type size proportional to their location in the organizational structure of the institution. This format is intended to permit fast browsing by the reader through any given chapter.

Manuals

For each organizational unit and for the whole institution, a description of any set of directives, instructions, guidelines or procedures used by employees in administering or carrying out any operational programs of the institution is provided next.

EDP Systems

Certain departments have provided brief descriptions of major information systems and related data files.

Introduction to the Supplement

Classes of Records

The description of the classes of records held by the particular organizational unit consists of groupings of subject-related files, containing the following elements:

- a unique identification number;
- a brief descriptive title;
- a description field relating the subject matter of the records to the title of the class of records;
- a list of key topics covered by the class of records;
- an indication of the storage medium (i.e. EDP, film, microfiche, etc.)
- a statement of particular filing arrangements for material where this will assist those seeking access; and
- special access notes, where records only relate to a particular geographic location, a particular industry sector or some other designation.

How to Use the *Access Register Supplement*

Please read the full introduction to this publication before searching the entries of particular departments and formulating your access request. It will provide you with an overview of the *Access to Information Act* and guidance on how to exercise your new rights under the Act.

Notes for the Reader

- The first edition of the *Access Register*, which consists of a main volume and a supplement, was compiled with a reference date of October 1, 1982. At press date a number of significant pending organizational changes in government institutions had not yet become effective in law (e.g. Industry, Trade and Commerce and External Affairs). These and other changes will be highlighted in the first edition of the *Access Bulletin*.
- The *Access Register* is *not* a complete list of all government files; many large departments maintain hundreds of thousands of individual files. The Classes of Records described in the publication represent groupings of subject or program-related files.
- Because federal institutions were instructed to describe classes of records on the basis of their own internal file systems and indices only, the appearance of any topic within each class of records *guarantees* the existence of physical material related to that topic.
- The appropriate officers for each institution to whom access requests should be directed normally appear near the beginning of each chapter under the heading "Access Procedures" or "Access to Information". If you wish to learn more about information services generally within a government institution, you may contact the "general inquiries" number listed in your local telephone directory.
- If you are uncertain about which government institution holds the particular records which you are accessing, please direct your request to the institution which appears to have direct program responsibility for the area of interest to you. Officials throughout the government have been encouraged to consult extensively with one another and to transfer requests, where appropriate, to ensure prompt processing of your request.

Government of Canada   Gouvernement du Canada

Access to Information Act

Access to Information Request Form

For official use only

This form is required to request *records* under the Access to Information Act. Requests for federal government *information* can ordinarily be made by means of a telephone call, a visit, or a written request to the appropriate government information office.

STEP 1: *Decide exactly what information you want* – You can facilitate the search for records and reduce fees by defining as narrowly as you can the particular records you are looking for.

STEP 2: *Consult the Access Register* – The Register contains descriptions of government records, their probable location and other information which will likely assist you in identifying the particular records you wish to see. A copy of the Access Register is available at major libraries, post offices, and government information offices.

STEP 3: *Ask for assistance if necessary* – If you are unable to identify the records you are looking for in the Access Register, contact the Access Co-ordinator of the appropriate department, either in person, by telephone or by letter at the address shown in the Register. The Co-ordinator will assist you in identifying the records.

STEP 4: *Complete this Request Form*, providing as many specific details as you can about the desired records, such as:

- subject, title, author and date;
- specific events, activities, individuals, corporations, products, reports, meetings, decisions, agreements, etc., of interest in the records;
- the number and title of the appropriate class of records, as listed in the Access Register.

STEP 5: *Send in the completed Request Form with an application fee of* $5.00, payable by money order or cheque to the Receiver General of Canada, to the appropriate officer identified in the Access Register. Unless you have already indicated what you are willing to pay for, you will be asked to authorize any fees that may be charged before the work is completed.

Federal Government Institution

Description of Record and Subject Topic of Interest (see step 4)

specimen only

Class of record, number and title (consult Access Register – see step 2)

Method of access preferred

☐ Receive copies of the original ☐ Examine original in government office ☐ Other method (please specify)

Identification of applicant

Name

Street address, apartment City or town

Province, territory or other	Postal Code	Telephone number(s)

I have a right of access to government records under the Access to Information Act by virtue of my status as a Canadian citizen, a permanent resident within the meaning of the Immigration Act, 1976, or by Order of the Governor in Council pursuant to subsection 4(2) of the Access to Information Act.

Signature   Date

Canada

Français au verso

TBC 350-57 (83/2)

Background

The Advisory Council on the Status of Women (CACSW) is composed of 30 members appointed by the federal government to bring before the government and the public matters of interest and concern to women and to advise the Minister responsible for the Status of Women on such matters as the Minister may refer to the Council for its consideration, or as the Council may deem appropriate.

Its roots lie historically in the Royal Commission on the Status of Women in Canada which was set up early in 1967. The terms of reference of the Commission specified "to ensure for women equal opportunities with men in all aspects of Canadian society." On September 28, 1970, the commissioners submitted their report which provided the government with 167 recommendations of which 122 were within federal jurisdiction. Recommendation 166 stipulated "that a federal Status of Women Council ... be established." Accordingly, the Advisory Council on the Status of Women was established in 1973. Its members are appointed for specific terms, from all the provinces and territories. Council meetings are held at least four times a year in various parts of the country.

Overall Responsibilities

In addressing itself to the concerns of all Canadian women, the 30 members of the Council focus on the particular problems of their regions. Research and background material provide the base upon which Council recommendations are made following deliberation by members at general meetings.

Recommendations for change in legislation and other measures to improve the status of women are presented to the government through the Minister responsible for the Status of Women. The Council has the unique right and responsibility to inform the public of its recommendations at the same time as it reports to Parliament. Council activities — briefs, speeches, responses to current events, open communication with the public — maintain an awareness of the inequalities facing women in Canadian society today.

Organization

The Advisory Council on the Status of Women is composed of a President, two Vice Presidents and 27 Council members from across the country. The Vice Presidents are responsible for specific regions, while the President retains overall responsibility for the operations of the Council. Regional and local offices are located in Vancouver, Montreal and Winnipeg. At the central office in Ottawa, three directors have specific responsibilities for research, communications and administration and along with their staff support ongoing Council activities across the country.

Pensions

The CACSW Clearinghouse on Pensions was established in October 1981 in response to the need for Canadian women to be informed of the issues involved in the reform of Canada's pension system. The government's Pension Reform Paper, scheduled for release in the near future, will present us with proposals for change in the present system. To help prepare women respond to these proposals, the Clearinghouse has been collecting and distributing pension information to women's groups, individuals and other interested organizations throughout Canada.

Talent Bank

A Talent Bank has been developed as a comprehensive inventory of qualified women across the country with expertise in all fields. Its purpose is to promote women in leadership roles in all areas of Canadian society. Using this resource the Council monitors federal appointments and recommends appropriate final candidates for these positions.

Publications

The Council has published numerous books, briefs and fact sheets since its inception in 1973 and maintains a stock on hand which is available, in most cases free of charge, to the public. The following is a sample of these publications, grouped under a number of issues of concern to women.

Women and Work

- *Microtechnology and Employment: Issues of Concern to Women* by CACSW, 1982
- *Part-time Work — Part-time Rights* by Fran Shaver, 1982
- *A Working Majority*, by Pat and Hugh Armstrong, 1982
- *Not How Many But How Few: Women appointed to boards, commissions, etc.*, by Lyse Champagne, 1980

Violence Against Women

- Fact Sheet: *Wife Battering in Canada — Hidden Victims, Silent Screams*, January 1981
- Fact Sheet: *Rape and Sexual Assault*, January 1981
- *Wife Battering — A brief with proposals for federal action*, prepared by Debra Lewis for the CACSW, January 1982
- *Report on Sexual Assualt in Canada*, by Dianne Kinnon, December 1981

Women and Health

- *Reproductive Health Hazards in the Workplace* — a Position Paper and Recommendations by the CACSW, June 1980
- *Men, Women, Work and Reproductive Hazards — Close Encounters of the Dangerous Kind*, by Nancy Miller Chenier, 1982
- *Women Caring and Curing* — A brief to the Health Services Review by the CACSW, June 1980
- *FAIR BALL — Towards Sex Equality in Canadian Sport*, by M. Ann Hall and Dorothy A. Richardson, September 1982

Social and Economic Policy and Issues

- *Women and Aging: A Report on the Rest of our Lives*, by Louise Dulude, April 1978
- *Pension Reform with Women in Mind*, by Louise Dulude, May 1981
- *Pension Reform for Women* — A Discussion Paper, by the CACSW, December 1981
- Fact Sheet: *Women and Aging*, October 1979
- Fact Sheet: *Women and Poverty: What Are Your Chances?*, March 1981
- *Better Day Care for Canadians: Options for Parents and Children*, by Susan Shaw, August 1982

Other CACSW Publications are available from the Canadian Government Publishing Centre:

- *Wife Battering in Canada: The Vicious Circle*, by Linda MacLeod, January 1980. Price $2.95
- *Women and Unions*, by Julie White, April 1980. Price $2.95
- *Women and the Constitution*, February 1981. Price $2.95

Regional Contacts

For the above publications and a listing of all publications available and general information on the Council write or call the Advisory Council on the Status of Women in:

Ottawa

Advisory Council on the Status of Women
66 Slater Street
Box 1541, Station B
Ottawa, Ontario
K1P 5R5
Telephone: (613) 992-4975

Montreal

Advisory Council on the Status of Women
800 Dorchester Street West
10th Floor, Room 1036
Montreal, P.Q.
H3B 1X9
Telephone: (514) 283-3123

Winnipeg

Advisory Council on the Status of Women
269 Main Street
Suite 600
Winnipeg, Manitoba
R3C 1B2
Telephone: (204) 949-3140

Vancouver

Advisory Council on the Status of Women
1055 West Georgia Street
18th Floor, Room 1800
P.O. Box 11144
Vancouver, British Columbia
V6E 3P3
Telephone: (604) 666-1174

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Advisory Council on the Status of Women
66 Slater Street
18th Floor
Box 1541, Station B
Ottawa, Canada
K1P 5R5
Telephone: (613) 992-4975

President's Office

As spokeswoman for the Advisory Council on the Status of Women, the President has the mandate to bring before the government and the public matters of interest and concern to women and to advise the Minister on such matters relating to the status of women as the Minister may refer to the Council for its consideration or as the Council may deem appropriate. As Chief Executive Officer, the President is responsible and accountable for the management of the organization and its operational activities.

The President must initiate briefs and studies, attend conferences and seminars at all levels, maintain contact with the two Vice Presidents and preside over the Council meetings and Executive Committee. She represents CACSW at the meeting of the Joint Committee of federal and provincial councils and maintains contacts with business leaders and government officials at all levels.

Vice Presidents' Offices

The Vice Presidents are called upon to advise the President on public matters of interest and concern to women and to co-ordinate the Council's activities in their respective areas of responsibility. The Vice President whose office is in Vancouver co-ordinates in the western provinces and the Territories while the Vice President whose office is in Montreal co-ordinates in Quebec and the Atlantic provinces.

Research Division

This Division determines priorities for research through ongoing liaison with members and other relevant research and policy groups inside and outside government, and is responsible to initiate, oversee or perform research studies to inform members of the Council and the public. It also monitors and responds to government policy changes, presenting briefs as required.

Classes of Records

CACSW-10
General Social Issues

Description: Information on social issues of particular concern to or which affect women. *Topics:* Rights of Indian women; specific problems of immigrant women; sex stereotyping in advertising and the media; women in politics; one-parent families; women and aging; disabled women.

CACSW-20
Economic Situation of Women

Description: Information on women's unequal economic position. *Topics:* Inequities in matrimonial property laws; inclusion of women in the Canada Pension Plan; taxation; private pensions; the contribution of women to different sectors of the economy.

CACSW-30
Discrimination in the Workplace

Description: Information on obstacles to women's equal participation and advancement in the workforce. *Topics:* Application of the *Unemployment Insurance Act*; maternity benefits; part-time work; re-entry into the work force; unions, occupational health hazards; sexual harassment; equal pay for work of equal value; affirmative action.

CACSW-40
Concerns of Women at Home

Description: Information on issues of particular concern to women who choose to be homemakers. *Topics:* The role of homemakers; voluntarism; shared pensions; matrimonial property laws.

CACSW-50
Justice

Description: Information on legal issues of particular concern to women. *Topics:* Battered women; sexual offences; female offenders; family court; divorce law reform; common-law relationships; prostitution; alimony and maintenance; human rights; the Constitution.

CACSW-60
Government

Description: Information on employment of women in government and appointment of women to government bodies. *Topics:* Women in the Public Service; women in the armed forces; appointments to the Senate and judiciary; appointments to boards and commissions.

CACSW-70
Health Issues

Description: Information on women's health and women's role in health care. *Topics:* Health services for women; women working in health care; birth planning; occupational health hazards.

Atlantic Development Council

Background

The Council was established in 1969 as an independent advisory body to the Minister of Regional Economic Expansion. As set out in the *Department of Regional Economic Expansion Act*, its function was to advise the Minister on matters to which his duties, powers and functions extend in the Atlantic Region of Canada.

Overall Responsibilities

Specifically, the Act authorizes the Council to give consideration and make reports and recommendations on:

- plans, programs and proposals for fostering the economic expansion and social adjustment of the Atlantic Region;
- the feasibility of particular programs and projects and the contribution those programs and projects will make to the economic expansion and social adjustment of the Atlantic Region; and
- such other matters, related to the duties and functions of the Minister under this Act on behalf of the Atlantic Region, as the Minister may refer to the Council for its consideration.

Organization

The Act provides for the appointment by the Governor in Council of not more than 11 members: three from each of Newfoundland, Nova Scotia and New Brunswick, one from Prince Edward Island, and a Chairman. These members are chosen so as to reflect the economic structure of the Region, and serve without financial remuneration. The Council is required to meet at least twice a year. It is served by a staff of up to ten public servants, headed by an Executive Director. The Council Office is located in St. John's, Newfoundland.

Publications

- *A Strategy for the Economic Development of the Atlantic Region, 1971-1981*, January 1971
- *Manufacturing Opportunities in the Province of Newfoundland and Labrador* by R.E. Grose, 1971
- *Fundy Vacation Trail — A Preliminary Engineering Cost Report* by Department of Public Works, Atlantic Region, November 1971
- *Seminar on Term Lending*, University of New Brunswick, Fredericton, New Brunswick, March 1972
- *Prospects for Development, P.E.I. — A Report on Manufacturing and Processing Opportunities in Prince Edward Island* by R.E. Grose, 1973
- *The Atlantic Provinces: Protection and Free Trade* by John F. Earle, 1973
- *Regional Development Incentives Program, Atlantic Region*, May 1976
- *The Atlantic Region of Canada — Economic Development Strategy for the Eighties*, November 1978
- *The Atlantic Region of Canada — Economic Development Strategy for the Eighties, Summary*, November 1978

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Atlantic Development Council
Building 102
Pleasantville
St. John's, Nfld.
A1A 1N1
Telephone: (902) 426-2550

Class of Records

ADCC-10
Atlantic Development

Description: Information on federal programs and projects in the Atlantic Region; other development projects, organizations, and economic conditions in the four Atlantic Provinces; Council meetings; preparation and publication of Council reports; general administration.

Atlantic Pilotage Authority

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor General in Council and proclaimed on February 1, 1972. The Act created pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four pilotage authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Atlantic Pilotage Authority was incorporated as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- *Canada Shipping Act*
- *Pilotage Act*
- *General Pilotage Regulations*
- *Atlantic Pilotage Regulations*
- Authority By-Laws

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety an efficient and economic pilotage service within its geographical boundaries — all coastal waters in the Atlantic Region. As a further goal, the Authority prescribes tariffs for pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Atlantic Pilotage Authority consists of a Chairman, Vice Chairman and five members appointed by the Governor in Council. The Authority's Head Office is located in Halifax, Nova Scotia. All management, administrative, personnel, financial, contract and purchasing services are provided by the Halifax Office.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Atlantic Pilotage Authority
Suite 1203
Bank of Montreal Tower
5151 George Street
Halifax, Nova Scotia
B3J 1M5
Telephone: (902) 426-2550

Administration Division

The purpose of this Division is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- *Accounting Procedures*
- *Administrative Directives*
- *Pilotage Tariffs*

Operations Division

The responsibility of this Division is to provide pilotage services by assignment and dispatching qualified pilots to ships navigating within the boundaries of the Atlantic Pilotage Authority.

Manuals

- Collective Agreements
- *Working Rules*
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- *Dispatching Procedures*

Classes of Records

APA-10
Pilotage Services

Description: Information on the provision of pilotage services within the Atlantic region. *Topics:* Dispatching records; pilotage licenses; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

APA-20
Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also the conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

Background

The Atomic Energy Control Board (AECB) was established in 1946 by the *Atomic Energy Control Act*. It is the federal regulatory agency responsible for the control of health, safety, and national and international security aspects of prescribed atomic energy substances and items, and nuclear facilities. The Board reports to Parliament through a designated Minister and is a departmental corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- *Atomic Energy Control Act*, RSC 1970, c.A19
- *Nuclear Liability Act*, RSC 1970, c.29 (1st supp.)

Overall Responsibilities

The Board controls the development, application and use of atomic energy, both through the authority of the Act an through regulations approved by the Governor in Council. It operates a comprehensive licensing system that covers all dealings in prescribed atomic energy substances and items, to assure that such substances and items are used with proper consideration for health and safety as well as national and international security. The Board's licensing system is administered with the co-operation of other federal and provincial government departments concerned with health, the environment, transportation, labour, etc., that have similar or relevant responsibilities.

Organization

The Board consists of five members. One of these members is appointed President and Chief Executive Officer and is the only full-time member. The President of the National Research Council of Canada is an *ex officio* member. The three remaining members are chosen from business and professional fields related to nuclear energy.

Reporting to the President of the Board are the Secretariat, the Directorates of Reactor Regulation, and Fuel Cycle and Materials Regulation, and the Branches of Regulatory Research, and Planning and Administration. The Orientation Centre, while not a part of the Board staff organization, also reports to the President.

The organization is augmented by two internal committees: a Management Committee which provides advice to the President on administrative and operational matters and acts for the President during his absence or vacancy; and a Policy Advisory Committee, which develops and presents policy recommendations to the President.

The Board's Head Office is located in Ottawa where the majority of staff are stationed. There presently exist two regional offices, one in Mississauga, Ontario and one in Calgary, Alberta. These two offices are staffed by compliance inspectors who perform licensee inspections in southern Ontario and western Canada respectively. It is proposed to open a third office in Montreal during the 1983-1984 fiscal year, to serve the Quebec and eastern Canada regions.

The AECB also has staff members located at nuclear reactor sites and in the Elliot Lake, Ontario, mining area. The prime role is to carry out inspections and maintain surveillance over the licensed facilities in these locations.

General Information

Requests for technical information, and inquiries concerning the AECB's role, organization, programs and services may be addressed to the AECB Office of Public Information. (Addresses and telephone numbers are listed below.)

The AECB also has a Public Documents Room at Head Office where documents related to licensing may be viewed by the public. Library services are also available.

The Office of Public Information issues annually a publications catalogue available to the public free of charge which lists all technical reports, papers, speeches, regulatory documents, news releases, information bulletins, notices and miscellaneous documents published by the AECB in the past five years. Most AECB publications are free.

Please direct all requests or telephone calls to:

Office of Public Information
Atomic Energy Control Board
P.O. Box 1046
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-5894 or 995-6941

Key Contacts

Head Office

Atomic Energy Control Board
270 Albert Street
P.O. Box 1046
Station B
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-6941

Southern Ontario Regional Office

Atomic Energy Control Board
33 City Centre Drive
Suite 351
Mississauga, Ontario
L5B 2N5
Telephone: (416) 270-0185

Western Regional Office

Atomic Energy Control Board
Government of Canada Building
Suite 850
220-4th Avenue S.E.
Calgary, Alberta
T2P 3C3
Telephone: (403) 231-5181

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Atomic Energy Control Board
P.O. Box 1046
Station B
Ottawa, Ontario
K1P 5S9
Telephone: (613) 995-5909

Manuals

- *AECB Staff Briefing Book*
- *AECB Organizational Structure and Functions Manual*

- *AECB Policy Compendium* (in-house use only — public version in preparation)
- *Nuclear Liability Operations Manual* (in preparation)
- *Style Manual for Preparation of AECB Reports, Papers and other Typewritten Documents*

Secretariat

The Secretariat embraces the functions of the Secretary to the Board, relations with the office of its designated Minister, parliamentary committees and inquiries, the Office of Public Information, and three Advisers to the Board for Medical, Science and Special matters. Two other Advisers, Legal and Official Languages, report directly to the President.

Office of the Secretary

The Board Secretary's main function is to provide liaison between Board members and AECB staff. The Secretary's duties include organizing and administering Board meetings and taking appropriate follow-up action, managing the system of staff documents presented to the Board, and conducting the correspondence of the Board. The Secretary also maintains a record of all business transactions by the Board, maintains communication and co-ordination among Board members, and carries out other duties as assigned by the Board or the President.

Classes of Records

AECB-10
Organization and Functions

Description: Information on Board activities. *Topics:* Organization of the Board; appointments; significant development reports; meetings of internal heads of directorates or sections; annual reports; *Policy and Practices Manual*; *Administrative Policy and Procedures Manual*; and Minister's briefings.

AECB-20
Committees

Description: Information on various AECB Committees. *Topics:* AECB Advisory Committee; sub-committees on tailings, fault tree methods, radiological protection; nuclear safety and AECL committees on the technical aspects of the NPD reactor; Nuclear Safety Advisory Committee; Chalk River Nuclear Laboratory (CRNL) Nuclear Criticality Safety Panel; Whiteshell Nuclear Research Establishment (WNRE) Nuclear Criticality Safety Panel; and *AECL Emergency Response Transportation Study.*

AECB-30
Fusion

Description: Information on direct AECB participation in the research and development of fusion as an alternate energy source by making its expertise in the fuel cycle process available to other organizations dealing with fusion.

Office of Public Information

The Office is responsible for responding to requests from outside contacts for technical or other information, and for informing the public of significant matters through the news media and other communication vehicles. Mailing lists are maintained for the distribution of news releases, the *Annual Report*, consultative documents and the *Publications Catalogue*. The Office is also the AECB's publisher and contact for all free documentation. The Language Service unit within the Office facilitates service to the public in French-language printed matter.

Class of Records

AECB-40
Public Information

Description: Information requests; Federal Identity Program; programs; policies and procedures; projects and publications; editorial services; translation and revision.

Advisers

The three Advisers to the Board, Medical, Science and Special, provide expert advice to the Board and staff. One, the Science Advisor, provides secretariat services to the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS), and acts as the contact between the committees and the Board.

Class of Records

AECB-50
Committees

Description: Information on actions, proposals and recommendations of the Advisory Committee on Radiological Protection (ACRP) and the Advisory Committee on Nuclear Safety (ACNS). *Topics:* Risk Estimates; Licensing Guides.

Directorate of Reactor Regulation

This Directorate has the prime responsibility for the regulation of power and research reactors and accelerators. It evaluates applications for licences against the safety standards and requirements that the AECB has set, grants licences and monitors licensee operations to ensure compliance with Board regulations and requirements at all times. It also conducts examinations for reactor operators and provides specialist input into the review of all nuclear facilities.

Pre-operational Power Reactor Division

This Division ensures that the design, construction and commissioning of power reactor facilities are carried out in a manner consistent with accepted national and international standards of safety. It also assesses and licenses all nuclear facilities for the generation of electricity or steam in Canada.

Operational Power Reactor Division

This Division ensures that the operation of power reactor facilities is conducted in a manner consistent with national and international standards of safety, and that the radiological impact of these facilities upon operators, the public, and the environment is as low as is reasonably achievable. In addition, it monitors all nuclear facilities for the generation of electricity or steam in Canada or, when directed by the Board, located in Canadian waters.

Note

The preceding two divisions share the basic set of records listed below.

Classes of Records

AECB-60
Reactors - General

Description: General information on the operation of reactor facilities.

AECB-70
Licensing

Description: Information on licensing of the reactor and its site by the AECB.

AECB-80
Radiation Protection

Description: Information on radiation protection for workers, public and environment affected by reactor facilities.

AECB-90
Inspections

Description: Information on regular inspections of reactors in service, scheduling of up and down time and computer codes used in operation. *Topics:* Reactor-in-service inspections; materials; ferrous and non-ferrous metals, corrosion; wear and welding.

AECB-100
Steam Rebuild Programs

Description: Information on improvements of original deficient steam generators in some of the reactors. *Topics:* 600MW, 500MW(e), and 850MW steam generator rebuild programs.

AECB-110
Domestic Reactors

Description: Information on the reactors currently in use in Canada. *Topics:* Licence of the facility; fuel; operation; reactor operators; accountability and operational procedures; AECB Officers; significant events and incident reports; systems and equipment, proposed changes approved; proposed changes for information; radiological protection; emergency procedures; safeguards; in-service inspections and quality assurance.

AECB-120
Atomic Energy of Canada Limited (AECL)

Description: Information on research reactor facilities administered by Atomic Energy of Canada Limited. *Topics:* Reactors – NRX, ZEEP, NRU, ZED 2, Whiteshell, Slowpoke.

AECB-130
Foreign and Marine Reactors

Description: Reactors in the U.S.; Marine reactors; foreign reactors outside the U.S.

Operator Certification and Research Facility Division

This Division ensures that staff certified for AECB-authorized positions at licensed nuclear facilities possess the necessary knowledge and training to perform their role in the operation of the facilities safely. It also ensures that the design, construction, commissioning and operation of research reactor and accelerator facilities meet accepted international standards of safety, and that the radiological impact of these facilities upon operators, the public and environment is as low as is reasonably achievable.

Classes of Records

AECB-140
Reactor Operating Training

Description: Information on the training and examination of reactor operators according to AECB standards. *Topics:* Reactor Operating Training; Ontario Hydro, Hydro-Quebec, New Brunswick Electric Power Commission.

AECB-150
Particle Accelerators

Description: General information on particle accelerators. *Topics:* Courses and seminars; standards and guidelines; technical information; and relations with Health and Welfare Canada.

AECB-160
Accelerator Facilities

Description: Information on the 44 licensed accelerator and particle accelerator facilities in Canada. *Topics:* Main facility; neutron generator; drawings; safety reports; cyclotron; Tandem and Van de Graaff; Linac; Betatron.

AECB-170
Reactor Personnel

Description: Information on the training and examination of all reactor personnel.

Assessment Branch

The Branch carries out the detailed assessment of licensing information and provides technical and scientific advice in support of Board activities, with particular emphasis on safety assessment and radiological protection of nuclear facilities and prescribed substances. It comprises two Divisions: Safety Evaluation and Quality Assurance and Standards.

Safety Evaluation Division

This Division carries out the detailed scientific and engineering assessments of nuclear facilities and prescribed substances in Canada, or under Canadian control, from the design stage through construction, operation and de-commissioning. It also assists in the development of requirements for safety and licensing of nuclear facilities.

Classes of Records

AECB-180
Reactor Safety

Description: Information on the development of safety requirements for nuclear facilities. *Topics:* Siting guides; reactor safety criteria.

AECB-190
Reactor Codes and Standards

Description: Quality assurance codes and standards used in the design of nuclear facilities. *Topics:* Components; inspections; quality control; reliability and maintainability of concrete containment structures; protective systems and instrumentation; and seismic design requirements for CANDU.

AECB-200
Computer Codes

Description: Information on computer codes used in reactor operations. *Topics:* Atmospheric dispersion; reactor physics; thermal hydraulics; fuel behaviour; containment.

AECB-210
Heavy Water Plants

Description: Information on the safety assessment of design and operation of heavy water plants.

Quality Assurance and Standards Division

This Division ensures the establishment and implementation of reactor quality assurance and standards programs, and the regulatory control of pressure-retaining components.

Classes of Records

AECB-220
Quality Assurance

Description: Information on overall design quality of nuclear facilities. *Topics:* Standards; manufacturers; manufacturer quality assurance programs.

AECB-230
Associations, Societies and Institutions

Description: Information on professional organizations with which the AECB consults on matters related to nuclear energy. *Topics:* Standards-writing organizations – Canadian Standards Association (CSA), Canadian Nuclear Association (CNA), International Atomic Energy Agency (IAEA).

Directorate of Fuel Cycle and Materials Regulations

The Directorate is responsible for evaluating applications for licences, licensing, and compliance monitoring of: uranium mines, refineries and conversion plants, nuclear fuel fabrication plants, heavy water plants, radioactive waste management facilities, and the use of radioisotopes. It also implements domestic and international nuclear materials safeguards programs.

Safeguards and Security Division

This Division controls the import, export, production and use of prescribed substances, items and technology in order to ensure the implementation of Canada's policies on the non-proliferation of nuclear weapons or other nuclear explosive devices. It also provides the major technical input in the formulation and implementation of nuclear policy, provides advice and implements policies on heavy water and uranium, and ensures that an acceptable level of physical security is provided for nuclear materials, technology and facilities.

Classes of Records

AECB-240
Foreign Governments

Description: Information on all foreign governments with which Canada has been or is involved in the atomic or nuclear field. *Topics:* International nuclear safeguards; export-import controls; atomic energy research; exchanges of information; various reports dealing with the preceding subjects from foreign countries.

AECB-250
Prescribed Equipment

Description: Information on general export control of prescribed equipment such as nuclear reactors, fuel processing facilities, heavy water plants and nuclear accelerators.

AECB-260
Canadian Uranium Policy

Description: The Canadian uranium policy on exports, anti-trust matters and nuclear energy.

AECB-270
International Organizations

Description: Information on international organizations in the nuclear energy field. *Topics:* International safeguards; export-import control; technical reports and reviews on nuclear reactors; safeguards; quality assurance; radioactive waste management; nuclear fuel development; international organizations – International Energy Agency (IEA), European Economic Community, International Atomic Energy Agency (IAEA), Nuclear Energy Agency (NEA), and the Scientific Advisory Committee (SAC) of the IAEA.

AECB-280
Security

Description: Information on the physical security of nuclear facilities and personnel.

AECB-290
United Nations Disarmament Commission

Description: Information on the U.N. Non-proliferation Treaty on Nuclear Weapons, international safeguards, international agreements and various U.N. committees on nuclear energy.

AECB-300
Safeguards

Description: Policies and measures for the non-proliferation of nuclear energy. *Topics:* Domestic and international safeguards; costs; reference documents; instrumentation; inspection procedures; accountability; visits and inventories of nuclear facilities in Canada; safeguards inspectors; special studies on accountability for highly enriched uranium and non-destructive measurement devices.

Radioisotope and Transportation Division

This Division develops and administers provisions for the protection of workers and the public from radiological hazards arising from the use of radioisotopes and the transportation of radioactive materials in Canada. It also issues licences for the use and importation of radioisotopes, and certificates for transportation packages.

Classes of Records

AECB-310
Prescribed Substances

Description: Information on prescribed substances, which are defined as radioactive isotopes of all elements and any substances containing such isotopes which are designated as capable of releasing atomic energy. The AECB maintains files on all licensed users and producers of radioisotopes in Canada. *Topics:* Use; exports; policies; health precautions.

AECB-320
Transportation

Description: Policies, regulations and practices for the safe handling and transportation of radioactive materials in Canada and abroad. *Topics:* Shipping regulations; labelling requirements for radioisotopes; transportation of radioactive waste; liability insurance; regulations for all modes of transportation – air, road, rail and marine; certificates; Canada Post Corporation; emergency procedures; accidents and standards; transportation of nuclear materials to and from foreign countries; endorsements from foreign countries for shipping containers; technical aspects of shipping, containers and testing programs.

AECB-330
Nuclear Devices

Description: Information on manufacturers of nuclear devices. *Topics:* Luminous devices; watches; exit signs; cardiac pacemakers; smoke detectors; therapy units; static eliminators.

AECB-340
Atomic Energy of Canada Ltd. – Licensing

Description: General licensing information on AECL facilities and appropriate internal companies.

Compliance Services and Laboratories Division

This Division carries out inspections and investigations to verify that the terms of licences and regulatory requirements are being met.

Where they are not met, it provides the information necessary to facilitate action by the licensee, or takes immediate corrective action as provided for in the Regulations.

AECB-350
Prescribed Substances – Accidents, Unauthorized Uses, etc.

Description: Information on situations where possible risk to workers and the public is caused by radioactive contamination and exposure. *Topics:* Contamination of jewellery and pottery; improper safeguards for radioisotope use – hospitals, pharmaceutical labs, research labs; contamination of the environment by uranium mining operations; transportation accidents; unauthorized uses of radioactive materials, contamination.

AECB-360
Inspections

Description: Information on inspections, field instrumentation and special investigations.

Uranium Mine Division

This Division ensures that uranium mines, mills and associated waste management facilities are operated in a manner that does not expose workers and the public to unacceptable health and safety hazards. It is also responsible for establishing standards associated with the safe operation of uranium mining, assessing and issuing licences, and monitoring of mines to ensure compliance with the regulations and conditions of their licence.

Class of Records

AECB-370
Mining, Exploration and Prospecting

Description: Information on every uranium mining and milling facility in Canada. *Topics:* Operation; licensing; requirements; health and safety – personal, environmental and workplace monitoring, personnel exposure data; compliance inspections; mining and milling.

Waste Management Division

This Division ensures that facilities for the storage and disposal of radioactive waste materials are constructed and managed to prevent exposure of the public, environment and workers to excessive radiation hazards through the establishment of standards, issue of licences and monitoring of all such facilities in Canada.

Class of Records

AECB-380
Radioactive Waste Management Facilities

Description: Information on every radioactive waste management facility in Canada. *Topics:* Low-level storage; high-level storage; reactor wastes; chemical treatment; licensing; maintenance; compliance.

Fuel and Heavy Water Plant Division

This Division ensures that the operations of facilities for the refining of uranium, the fabrication of nuclear fuel, the production, application and use of natural uranium and thorium, and the production of heavy water is carried out in such a manner that there is no unacceptable health and safety hazard to the public. It also exercises control over the accountability for heavy water inventories at nuclear facilities, establishes standards for the safe operation of heavy water plants, assesses and issues licences, and ensures compliance with the licence terms and regulations.

Classes of Records

AECB-390
Heavy Water Plants

Description: Information on the four heavy water plants in Canada. *Topics:* Operations; licensing; compliance inspections; emergency procedures; quality assurance; standards and guides; safety assessments; new processes.

AECB-400
Fuel Processing Facilities

Description: Information on fuel processing facilities in Canada. *Topics:* Operation; licensing; compliance inspections; radiation exposure data.

Planning and Administration Branch

This Branch is responsible for centralized administrative functions such as office services, library, registry, personnel and finance, as well as the planning, co-ordination and administration of the *Nuclear Liability Act*.

Planning and Co-ordination Division

This Division is responsible for ensuring that the planning and execution of actions by the various divisions of the AECB, both within the Board and with outside bodies, are co-ordinated to prevent duplication and ensure consistency of policy and approach. It also co-ordinates AECB activities with international agencies and organizations and administers the *Nuclear Liability Act* and Emergency Planning activities.

Classes of Records

AECB-410
Co-ordination and Planning

Description: Information on the Board's internal and external co-ordination and planning.

AECB-420
Emergency Planning Activities

Description: Information on emergency planning activities. *Topics:* Federal procedures; co-ordination of federal, provincial and international procedures.

AECB-430
International Organizations

Description: Information on visits to and from international organizations, and dealings with committees and working groups on international safeguards and technical aspects of nuclear energy; also information on the Organization for Economic Co-operation and Development (OECD).

AECB-440
Nuclear Liability

Description: Information on the *Nuclear Liability Act* and its association with the Canadian nuclear program; also insurance aspects of nuclear liability.

AECB-450
Federal Departments

Description: General information on liaison with other federal departments and agencies.

AECB-460
Atomic Energy Legislation

Description: Information on the *Atomic Energy Control Act* and amendments.

AECB-470
Atomic Energy Control Regulations

Description: The Regulations pursuant to the *Atomic Energy Control Act* as they apply to prescribed substances and items, nuclear facilities, appointment of inspectors and inspections of licensees, security of nuclear material and information related to the nuclear fuel cycle, radiological occupational health and safety of atomic radiation workers, the appointment of Medical Advisers, and protection of the public and the environment.

AECB-480
Provincial Governments

Description: Information on dealings with the ten provincial governments and two territories.

Regulatory Research Branch

The Branch is responsible for the initiation and management of projects in the Board's mission-oriented research program, which is designed to provide information for use in the AECB's regulatory activities. It is also responsible for the assessment of radiation hazards and radiation protection programs for licensed activities, the development of related standards and guidelines, and the provision of radiation protection training for Board staff. The Branch is composed of three Divisions: Radiation Protection, Research, and Development.

Radiation Protection Division

This Division is responsible for detailed radiation protection assessments and expert radiation protection advice for all of the Board's activities. It also monitors all aspects of radiation protection associated with nuclear facilities and prescribed substances, both for workers and members of the public.

Class of Records

AECB-490
Health Physics

Description: Information on health physics and radiation protection as well as radiation dose limits, personal dosimetry and instrumentation, protective clothing, radiation protection training and laboratory facilities and equipment.

Research Division

This Division is responsible for mission-oriented research in support of the licensing and regulatory processes. Subjects of major interest are health, safety, safeguard techniques and the impact of nuclear technology on the public as appropriate for effective regulatory controls. The Division also monitors the research programs to ensure that they are executed economically and expeditiously.

Class of Records

AECB-500
Research and Development

Description: Research programs carried out by universities and independent consultants on reactors, heavy water plants, uranium mines, radioactive waste, accelerators, life sciences, transportation, risk assessment, radioisotopes and human factors.

Development Division

The responsibilities of this Division are to manage the development of the AECB's regulatory document system and safeguard techniques for Canadian-supplied reactors and material.

Classes of Records

AECB-510
Safeguards Research and Development

Description: Research and development of safeguards, joint U.S.-Canada projects, and conversion and fuel fabrication plants; also IAEA support programs, safeguards and regulations for physical security.

AECB-520
Regulatory Documents

Description: AECB's *Licensing Guides and Regulatory Standards* for the nuclear energy field and prescribed substances. *Topics:* Regulations, safeguard techniques, socio-economic impact analyses.

Orientation Centre

Specialists of the Orientation Centre provide advice, orientation, training and assistance to regulatory agencies in foreign countries who have purchased or are potential purchasers of CANDU reactors. The group reports to the President for administrative purposes only, and is funded separately from AECB programs.

Class of Records

AECB-530
Orientation Facilities

Description: Information on foreign countries interested in purchasing CANDU reactors or technology.

Overall Responsibilities

The Bank is Canada's central bank, incorporated in 1934 under the *Bank of Canada Act*, and given the responsibility to regulate "credit and currency in the best interests of the economic life of the nation, to control and protect the external value of the national monetary unit and to mitigate by its influence fluctuations in the general level of production, trade, prices and employment, so far as may be possible within the scope of monetary action, and generally to promote the economic and financial welfare of the Dominion."

The *Bank of Canada Act* does not specify the methods that the Bank should use to carry out these goals but it does confer certain powers which together with provisions in other legislation, enable the Bank to exercise a broad controlling influence over the growth of money and credit in Canada and thereby to affect levels of spending and economic activity. This influence stems primarily from the Bank's ability to determine the total amount of cash reserves available to the Canadian banking system and thus, in effect, to regulate the system's growth over time.

The principal means used by the Bank of Canada to alter the level of cash reserves (or to offset undesired effects on the level of reserves resulting from other factors) involve transfers to government deposit balances from the chartered banks to the central bank and vice versa, and changes in its holdings of foreign currency assets.

Although cash management, including purchases and sales of government securities, is the primary policy instrument used to influence credit conditions, the Bank has a number of other supplementary tools that it may use. It has the power to require the chartered banks to maintain, in addition to its regular cash reserves, secondary cash reserves, treasury bills and day-to-day loans to money market dealers. The Bank may vary, within prescribed limits, the ratio of secondary reserves the banks are required to hold.

The central bank is authorized to make short-term advances to banks on the pledge of certain securities and can change the Bank Rate, the minimum rate at which it is prepared to make advances. Such advances are relatively infrequent, but changes in the Bank Rate, as well as affecting the current level of interest rates, also serve as an indication of the Bank's stance on monetary policy. The central bank also acts as lender of last resort to money market dealers. When these dealers are unable to find necessary financing elsewhere, they can arrange to sell securities to the Bank of Canada with an agreement to repurchase them. The minimum and maximum rates of interest applicable to such purchase and resale agreements vary with the Bank Rate.

The Bank also acts as fiscal agent for the government and is thus directly concerned with the management of the public debt. It advises the government on the method of financing to be used in raising money and on the terms of new issues, and undertakes the management of the public debt for the government. This includes making arrangements for the sales of new securities, the redemption or conversion of maturing issues, the payment of interest on outstanding securities and the maintenance of records.

It acts as agent and adviser in the management of the country's foreign exchange reserves, which are held largely in the Exchange Fund Account in the name of the Minister of Finance. In addition, the Bank maintains foreign currency accounts at other central banks and operates accounts for foreign central banks and international institutions. Official intervention in the exchange market is carried out by the Bank on behalf of the Minister of Finance through purchases from the market and sales into the market of U.S. dollars from the Exchange Fund Account.

The Bank of Canada is also responsible for the note issue. (The issue of coin is the responsibility of the Royal Canadian Mint.)

Bank of Canada Management and Relations with Government

In carrying out its responsibility for monetary policy the Bank maintains close links with the government. The presence of the Deputy Minister of Finance on the Board provides one channel of communication between the Bank and the Minister of Finance. In addition, the *Bank of Canada Act* requires the Minister of Finance and the Governor to consult regularly on monetary policy and on the Bank's relation to general economic policy. Section 14 of the Act, added in the 1967 revision and never used to date, provides a mechanism for resolving serious differences in point of view on the appropriate policy to be followed. Under this section the Minister of Finance, with the approval of the Governor in Council, has the power to issue instructions to the Bank which it must follow. These instructions must be in specific terms and for a specified period; they must also be made public. Ultimate responsibility for Canadian monetary policy thus rests with the government, but this in no way diminishes the direct responsibility of the Bank of Canada for formulating and executing monetary policy.

Organization

Responsibility for the affairs of the Bank rests with a Board of Directors composed of the Governor, the Senior Deputy Governor and twelve Directors appointed by the government for three-year terms. The Deputy Minister of Finance sits on the Board but does not have the right to vote. The Board normally meets from seven to nine times a year. Between meetings, an Executive Committee composed of the Governor, the Senior Deputy Governor, up to four Directors and the Deputy Minister of Finance meets once a week and acts for the Board.

The Governor is the chief executive officer of the Bank, and as such, responsible for the direction and control of the Bank's affairs. In the absence of the Governor, the Senior Deputy Governor exercises all the power of the office. In matters of policy and internal administration, the Governor and Senior Deputy Governor are assisted by Deputy Governors, advisers, associate advisers and chiefs of departments. Each has his or her own area of responsibility and is accountable for that part of the Bank's activities. Major matters are discussed in various committees, the most important of which is the Management Committee, composed of the Governor, Senior Deputy Governor, Deputy Governors, advisers and the Secretary of the Bank. In basic or expanded form, this committee meets daily, and its activities cover the whole range of the Bank's affairs. Department chiefs are responsible to the senior management of the Bank for the operation of their departments, for all expenditures incurred by those departments within the budget approved by the Board of Directors, and for departmental staffing and salaries within the framework of Bank-wide personnel and pay policies. The departments of the Bank fall into two categories: analytical and administrative.

Analytical Departments

These include the Securities Department, responsible for open market operations and securities market analysis (with representatives in Toronto, Montreal, Vancouver and Edmonton), chartered bank cash management, administration of the Bank's pension fund, and domestic and external debt management operations; the Research Department, which engages in economic analysis and forecasting; the Monetary and Financial Analysis Department, which deals with monetary policy and financial institution forecasting and analysis; and the International Department, which conducts foreign exchange operations (with representatives in Toronto and Montreal) and balance of payments analysis and forecasting.

Administrative Departments

These consist of the Department of Banking Operations (with agencies in Vancouver, Calgary, Regina, Winnipeg, Toronto, Ottawa, Montreal, Saint John and Halifax), which administers currency; the Public Debt Department, which administers the domestic debt of Canada; the Secretary's Department, which provides public information, reference and some corporate services, and manages the Currency Museum and National Currency Collection; the Department of Administrative Services, which deals with property management, security matters and premises maintenance; and several other Departments whose functions are self-explanatory, including Computer Services, Personnel Administration, the Comptroller and Audit.

Publications

- *Governor's Annual Report* — tabled each February and available late March
- *Bank of Canada Review* — a compilation of financial and economic statistics, plus topical articles by staff and reprints of speeches by senior Bank personnel — published monthly
- *Weekly Financial Statistics* — released each Thursday

For more information on Bank of Canada publications, please contact:

Publications, Secretary's Department
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone: (613) 563-8224 or 563-8248

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to:

Access to Information Co-ordinator
Secretary
Bank of Canada
234 Wellington Street
Ottawa, Ontario
K1A 0G9
Telephone: (613) 563-8537

Department of Monetary and Financial Analysis

The Department is responsible for monitoring and analyzing the behaviour of the chartered banks, other financial institutions and capital markets in response to monetary policy and other forces at work in the financial system.

Classes of Records

BC-10
Monetary Policy

Description: Technical and econometric analyses of the role of monetary and credit aggregates as targets or indicators of monetary policy, as well as some analyses of the importance of international linkages in the conduct of monetary policy. *Topics:* Bank of Canada balance sheet data; instruments of monetary policy; targets and indicators of monetary policy; international aspects of monetary policy.

BC-20
Chartered Bank Analysis

Description: Information on balance-sheet and income statements of chartered banks and descriptive and econometric analysis of the banking system. *Topics:* Canadian dollar assets; Canadian dollar liabilities; foreign currency business and operations abroad; earnings, expenses and balance of revenue; chartered bank operations through affiliates; financial data supplied by chartered banks. *Storage Medium:* EDP Systems.

BC-30
Non-bank Financial Intermediaries

Description: Balance-sheet data and analyses of the non-bank financial institutions. *Topics:* Trust and mortgage loan companies; credit unions and Caisses Populaires; sales finance and consumer loan companies; affiliates of foreign banks; life insurance companies; Quebec Savings Bank; provincial savings offices.

BC-40
Non-financial Private Sector

Description: Information on financial transactions of the non-financial private sectors of the economy (households, non-financial businesses, etc.) and their relationship to savings and investment. *Topics:* Persons and unincorporated business; savings and investment; financial assets and liabilities; foreign and international institutions; non-financial corporations. *Retrievability:* Files arranged by sector.

BC-50
Mortgage Market

Description: Information on mortgage loan approvals and mortgages outstanding held by financial institutions collected for the most part from published sources; also analyses of the mortgage market. *Topics:* Private institutional lenders; government lenders; new housing; existing housing.

BC-60
Consumer Credit Markets

Description: Information collected by the Bank of Canada or Statistics Canada on the consumer debt held by financial institutions; also analyses of consumer credit markets. *Topics:* Institutional lenders; consumer credit data; Statistics Canada data.

BC-70
Interest Rates

Description: Statistical information on market and administered rates in Canada and abroad; also analytical material related to interest rates, such as analyses of the term structure, of real interest rates, and of the relationship between interest rates and inflation. *Topics:* Canadian financial institutions' interest rates; Canadian securities market interest rates; American interest rates; European interest rates.

BC-80
Financial Flows and Forecasting

Description: Information on the flow of credit between broad sectors of the economy; summary tables published semi-annually in the *Bank of Canada Review*. *Topics:* Financial flows matrix; credit market summary tables; sectoral analysis; financial markets projections. *Retrievability:* Files arranged by subject, sector and financial instrument.

EDP Systems

- CAPMART
- CORPSTAT
- FINFLO

BC-90
Econometric Analysis and Background Studies

Description: Econometric models of financial markets, econometric analysis of the demand for financial assets, econometric investigation of financial-real linkages and general information on recent developments in econometric techniques. *Topics:* Econometric analysis of the monetary system; econometric models of markets; econometric models and financial-real linkage; technical support studies and special projects. *Storage Medium:* EDP Systems.

BC-100
Financial Developments in the United States

Description: Information on American monetary policy and recent and projected financial developments in the U.S. *Topics:* United States – monetary policy and regulations, banking system; securities markets, thrift institutions and mortgage market, financial commentaries, financial data.

BC-110
Surveys, Reports and Returns

Description: Information on the collection of financial data required for the monitoring and analysis of financial developments. *Topics:* Reports and returns – trust companies, mortgage loan companies, sales finance and consumer loan companies, affiliates of foreign banks; monthly survey of short-term paper; survey of outstanding treasury bills. *Retrievability:* Files arranged by company or organization.

BC-120
Canadian Institutions and Financial Section Automation

Description: Information on the payment systems of major Canadian institutions. *Topics:* Chartered banks and savings banks; trust and mortgage loan companies; credit unions and Caisse Populaires; provincial government savings institutions; Canadian government departments and agencies; retailers; communications carriers. *Retrievability:* Files arranged by company.

BC-130
Domestic Payment System

Description: Information on planning in the Canadian payments system as it evolves towards more electronic methods. *Topics:* Canadian clearing system; task forces and committees; Canadian Computer Communications Task Force; Working Group 3 study; payments system policy; Canadian Payments Association.

BC-140
International Payments System

Description: Information on international payments system automation research and planning. *Topics:* Bank for International Settlements (BIS); central banks; International Standardization Organization (ISO) – automation standards; Society for World-Wide Financial Telecommunications (SWIFT).

BC-150
Role of Banks in Providing Computer Services

Description: Research performed by the Canadian Computer Communications Task Force and the Interdepartmental Steering Committee on the electronic payments system. *Topics:* Task forces and committees; computer services offered by financial institutions; computer services bureaus.

International Department

This Department's principal responsibilities include the conduct of foreign exchange operations as fiscal agent for the government and the Bank, and analyses of current and prospective developments in exchange markets, the Canadian balance of payments, economic activity overseas, and the international payments system.

Manual

- *Statistics Canada-Bank of Canada Commodity Trade Concordance*

Classes of Records

BC-160
Official International Reserves

Description: Information on Canada's foreign exchange reserves, including holdings of the Minister of Finance, the Receiver General and the Bank of Canada, as well as borrowings by the Canadian government in foreign currencies. *Topics:* Definitions and historical data; reports and statements on reserve status.

BC-170
Exchange Fund Account

Description: Information on the Minister of Finance's Exchange Fund Account, the principal repository of Canada's foreign exchange reserves. *Topics:* Legislation, transactions and procedures; portfolio management; Exchange Fund Account reports; official exchange market operations.

BC-180
Foreign Exchange Transactions

Description: Information on foreign exchange book-keeping and trading procedures of the Bank of Canada and transactions with other central banks. *Topics:* Transactions and procedures; portfolio management; signing authorities; Bank of Canada foreign accounts.

BC-190
Foreign Exchange Market

Description: Information on developments in the Canadian and overseas exchange markets, trading in Canadian dollars against foreign currencies, the value of the major foreign currencies and exchange arrangements maintained by other major countries. *Topics:* Legislation; settlement procedures; reports and reviews of exchange market developments; exchange rates; exchange rates and restrictions – other countries. *Retrievability:* Files arranged by institution.

BC-200
Contacts

Description: Information on various contacts of the Bank of Canada with institutions and organizations in the foreign exchange area in Canada and abroad, principally as an aid to monitoring and analyzing developments in exchange markets. *Topics:* Legislation and bank reporting; Canadian Bankers' Association; other brokerage services; Canadian chartered banks; central banks and monetary authorities; arrangements among central banks; foreign commercial banks; federal; provincial; agencies and Crown corporations; non-bank financial institutions; non-financial institutions.

BC-210
Gold, Silver and Other Commodities

Description: Information on gold, silver and commodity market practices – statistics, legislation and official gold transactions. *Topics:* Gold legislation; gold operations; gold markets; export-import reports; silver legislation and oil.

BC-220
International Developments

Description: Information on developments in international capital markets, in particular international banking, Eurocurrency and bond markets, external debt of overseas countries, deployment of oil exporter's surpluses and recycling and major commodities, including commodity agreements.

BC-230
Federal Organizations and Interdepartmental Committees

Description: Information on federal government organizations or interdepartmental committees that deal with international economic questions in which the Bank has some involvement. *Topics:* Export Development Corporation (EDC); Canadian International Development Agency (CIDA); Interdepartmental Committee on Commercial

Policy; interdepartmental committees on economic relations with developing countries; Assistant Deputy Ministers' committees on economic relations.

BC-240

Developments in Foreign Countries

Description: Information on current economic and financial developments in overseas countries, including relations with the International Monetary Fund (IMF), economic projections for major industrial countries, international comparisons, press reports on developments in overseas countries, international capital markets and international organizations. *Topics:* Projections by international organizations and the Bank of Canada; developments in various countries – Reuters News Service; Bank for International Settlements press reviews. *Retrievability:* Files arranged by subject and country.

BC-250

International Organizations

Description: Information on the activities of various international or regional economic organizations, in particular those aspects of their activities that relate to world economic or financial issues of interest to the Bank. *Topics:* Asian Development Bank; North-South Institute; International Bank for Reconstruction and Development (IBRD); European Economic Community (EEC); Commonwealth Meetings; Technicians of Central Banks of the American Continent (CEMLA); Summit Meeting – Group of Ten; Organization for Economic Co-operation and Development (OECD).

BC-260

International Monetary Fund

Description: Information on the work and activities of the International Monetary Fund (IMF), issues discussed at IMF Executive Board Meetings and at the Interim Committee. *Topics:* IMF General Account – drawings and repurchases, special drawing rights, general arrangements to borrow; Canadian consultations; International Monetary System and Reform Exercise; amendments to articles of agreement; other lending facilities; annual meetings.

BC-270

Bank for International Settlements

Description: Information on meetings at the Bank for International Settlements (BIS), the work of various BIS committees and the provision of Eurocurrency statistics. *Topics:* Committee on Banking Regulation and Supervision; multilateral surveillance statistics meetings; Standing Committee on Eurocurrency Market; Eurocurrency statistics. *Retrievability:* Files arranged by subject, committee and country.

BC-280

Balance of Payments – Policies

Description: Statements and studies of government policies relating to the balance of payments. *Topics:* Policies – merchandise trade, services and transfers, long-term capital flows, short-term capital flows.

BC-290

Balance of Payments – Summaries

Description: Statistical documentation and information on concepts and econometric methods used in the analysis and projections of the balance of payments. *Topics:* Correspondence; statistical information and publications; EDP data management; measurement concepts; briefing notes and projections; projection methodology and documentation; analytical memoranda.

BC-300

Balance of Payments – Current Account

Description: Statistical information, reports and studies used to monitor and analyze the current account of the balance of payments. *Topics:* Merchandise trade account; merchandise exports – total, by commodity; merchandise imports – total, by end-use; current account – services, transfers.

BC-310

Balance of Payments – Capital Account

Description: Statistical information, reports and studies used to monitor and analyze the capital account of the balance of payments. *Topics:* Statistics, reports and commentaries; long-term capital; short-term capital flows through the chartered banks; short-term capital flows through non-bank channels.

BC-320

Exchange Rates and Exchange Market Analysis

Description: Studies on movements in the exchange value of the Canadian dollar and other currencies. *Topics:* Exchange rates and exchange market analysis; econometric models of the exchange rate.

BC-330

Balance of Payments by Geographical Area

Description: Statistical reports and other information used in monitoring and analyzing the balance of payments transactions by geographical area. *Topics:* Canada and the U.S.; reconciliation of Canada-U.S. balance of payments statistics. *Retrievability:* Files arranged by subject, country and institution.

Comptroller's Department

This Department is responsible for the internal financial functions of the Bank, such as the processing, monitoring and reporting of receipts and payments for management and statutory reporting requirements. These responsibilities involve co-ordination of the annual planning budgeting exercise and subsequent control; processing payments for goods, services, payroll and unclaimed balances; recording transactions for administrative expenditures and market operations; accounting for and reporting the Bank's financial position; and keeping records of items in safekeeping.

Classes of Records

BC-340

General Accounting Records

Description: Information on various accounts and accounting as prescribed by the *Bank of Canada Act*. *Topics:* Accounts recoverable; Bank of Canada balance sheets; orders – deliveries of Bank of Canada notes; confirmation of balances and statements of gold and securities held in safekeeping for the Bank of Canada; accounting ledgers; trial balances; balance sheets and investment accounting.

BC-350

Confirmation of Balances and Statements of Gold and Securities Held in Safekeeping by the Bank of Canada

Description: Information on the custodial responsibilities of the Bank towards clients for the safekeeping of their gold or securities. *Topics:* Central banks; chartered banks; domestic financial institutions; Government of Canada accounts; Government of Canada agencies; international financial institutions. *Retrievability:* Files are arranged by organization.

Department of Banking Operations

The overall responsibility of the Department is to provide efficient and effective service to other central banks, international financial organizations, the Government of Canada, chartered banks, trust companies and all other financial organizations. Its responsibilities include the security and administration of valuables such as gold, securities and currency. The Department also provides fiscal functions for which the Bank of Canada acts as an agent for the Government of Canada. These functions include such things as the clearing of government obligations and receiving deposits for the account of the Government of Canada.

Manuals

- *Agency Procedures Manual*
- Interim Procedures Circulars

Classes of Records

BC-360
Government Banking and Fiscal Services

Description: Information on general banking services to other central banks and to fiscal agent services provided for the Government of Canada. *Topics: Bank of Canada Act* fees; Canadian Bankers' Association; government clearings and deposits; transportation of government items; Interbank International Payments System; safekeeping of valuables; Revolving Standby Credit Facility; Bank of Canada accounts at central banks; Bank of Canada gold accounts at central banks; signing authorization; Bank of Canada notes – pricing and ordering, release, circulation, transportation, redemption and disposal, commemorative coins and medals.

BC-370
Client Accounts

Description: Information on the maintenance of client accounts and related transactions. *Topics:* Accounts related to the Government of Canada; Canadian chartered banks; central banks and international financial institutions.

BC-380
Loans of or Guaranteed by the Government of Canada

Description: Information on loans issued by or guaranteed by the Government of Canada for which the Bank of Canada acts as manager of the public debt; also rules, regulations and transactions of each issue. *Topics:* Transfers and exchanges; transfer and guarantee of signatures on securities – resolutions; treasury bills; Canadian National Railways – bond issues; Government of Canada bonds; instructions to agents on the delivery of Government of Canada loans; Canada Savings Bonds; interest payments and commission due on foreign borrowings.

BC-390
Bank Notes

Description: Information on all phases of bank note design, production, anti-counterfeiting measures, distribution and special studies on the automation of handling of bank notes. *Topics:* Special studies and models; bank note design; security; bank note production – orders and inventory; distribution; automation; circulation studies; destruction of bank notes.

BC-400
Government Banking and Agency Operations

Description: Information on field operations of banking services to other central banks and fiscal agent services provided the Government of Canada. *Topics:* See entries BC-360, BC-370 and BC-380 above. *Storage Medium:* Microfilm.

BC-410
Government of Canada Clearings and Redemptions

Description: Information on the processing of government items and the related payments or deposits to be made to or on behalf of the government. *Topics:* Balance and recapitulations; government deposits; settlement inquiries; deposit letters; instructions to agencies; agents' daily summaries.

BC-420
Bank of Canada Notes, Government Securities and Gold

Description: Information on the finishing, inventory and distribution of Bank of Canada notes and Government of Canada securities; the processing and destruction of used and mutilated bank notes; custodial responsibilities for gold. *Topics:* Accounting procedures; circulation; transportation; inventory; redemption and disposal of Bank of Canada notes; coins and medallions; treasury bills; Canadian National Railway bonds; Government of Canada bonds; Canada Savings Bonds; client gold accounts and transactions.

Research Department

The Department's primary responsibility is to assess the significance of current economic developments and prospects in Canada and the United States and keep Bank management fully informed about them. An aspect of this responsibility is to seek further understanding of the operation of the economy and of public policies which are or could be employed in an attempt to regulate it.

Classes of Records

BC-430
General Economics and Economic Policy

Description: Information on economic history, methodology, comparative economic systems and Canadian macroeconomic policy (fiscal, monetary, wage and price controls, etc.). *Topics:* Methodology; history; systems; the public sector. *Storage Medium:* EDP Systems.

BC-440
Economic Projections and Economic Models

Description: Information on the structure and use of Bank of Canada econometric models; also economic projections for the Canadian and U.S. economies. *Topics:* Models and model development; economic projections – Canada, U. S. and others. *Storage Medium:* EDP Systems.

BC-450
General Outlook and Current Analysis

Description: Information on current and prospective developments in particular sectors (disaggregated according to National Income Accounts conventions) of the Canadian and U.S. economies. *Topics:* Canada – demand sectors, supply sectors, economic cycles; U.S. – demand sectors, supply sectors, economic cycles. *Storage Medium:* EDP Systems.

BC-460
Quantitative Economic Methods and Data

Description: Information on quantitative methods of economic analysis and the construction of economic data (National Income Accounts; financial accounts; national balance sheets, etc.). *Topics:* Statistical methods; methods of construction and analysis; time series analysis; national income accounting; financial accounts; national wealth balance sheets; employment and income. *Storage Medium:* EDP Systems.

BC-470
International, Industrial and Regional Analysis

Description: Information on the effect of international developments on the Canadian economy as well as sectoral analyses (industrial and regional) of domestic economic developments. *Topics:* International trade theory and policy; balance of payments; adjustment mechanisms; industrial studies and analysis; regional studies and analysis. *Storage Medium:* EDP Systems. *Retrievability:* Files arranged by subject, region and industry.

Securities Department

This Department has both operational and analytical duties. Its most important operational functions are to help implement monetary policy through adjustments in excess chartered bank cash reserves or through open market operations and to issue Government of Canada securities — treasury bills, marketable bonds and Canada Savings Bonds — both domestically and abroad.

Its analytical function is to monitor conditions in financial markets, forecast key financial flows and study financial relationships relevant to securities markets. The results are communicated to the Bank's senior officers for their use in formulating monetary policy, advising government on matters related to debt management, and influencing the development of capital market structures appropriate to Canadian needs.

Classes of Records

BC-480
Capital Markets

Description: Reports of economic and financial developments in the Atlantic region of Canada; also activities of various organizations that relate to capital market developments of interest to the Bank of Canada. *Topics:* Capital market coverage; government regulatory bodies.

BC-490
Industries and Associations

Description: Information on the historical development of various associations involved in financial market activities; current activities of these associations that relate to the financial issues of interest to the Bank of Canada. *Retrievability:* Files arranged by company.

BC-500
Financial and Non-financial Institutions

Description: Information on the financial arrangements between the Bank of Canada and Canadian banks that relate to money market activities; also activities of various financial organizations that relate to financial issues of interest to the Bank of Canada. *Topics:* Canadian chartered banks; foreign banks; foreign dealers; stock exchanges; insurance companies; mortgage companies; finance companies; Japanese financial institutions; direct clearing members of the Canadian Payments Association; brokers; investment consultants; Organization for Economic Co-operation and Development (OECD). *Retrievability:* Files arranged by company and institution.

BC-510
Primary Distributors – Jobbers

Description: Information on the financial arrangements between Bank of Canada and major Canadian investment dealers that relate to money market activities. *Topics:* Jobbers by name.

BC-520
Primary Distributors – Dealers

Description: Reports on the volumes of transactions in the Canadian securities markets – used to assess the level of activity in Canadian securities markets. *Topics:* Dealers by name. *Retrievability:* Files arranged geographically and by company.

BC-530
Primary Distributor Statistics

Description: Detailed statistical information on the levels of participation by each Canadian investment dealer in each Government of Canada loan. *Topics:* Jobbers and dealers by name. *Retrievability:* Files arranged by institution, company and region.

BC-540
Canada Savings Bonds – Sales and Issuing Agents

Description: The administrative arrangements between the Bank of Canada and eligible Canada Savings Bonds sales agents. *Topics:* Sales agents; issuing agents; trust companies; trust companies – non-listed; CSB sales agents other than trusts; issuing agents other than trusts and banks. *Retrievability:* Files arranged by company.

BC-550
Governments

Description: Information on the monitoring and analysis of the borrowing programs of various provincial and municipal governments. *Topics:* Provincial governments; municipal governments; press releases – Department of Finance. *Retrievability:* Files arranged geographically.

BC-560
Securities Market

Description: Statistical information on Bank of Canada bond trading and treasury bill trading activity; also statistical information used to monitor and analyze financial market activity. *Topics:* Primary distributors; bond quotations; comments on market; issues placements; non-residents participating; U.S. securities; securities transactions; Bank of Canada portfolio; holdings of securities; interest rates futures; provincial, corporate and municipal markets; client investment accounts – arrangements with the Bank of Canada; client transactions. *Storage Medium:* Microfilm.

BC-570
Money Market

Description: Statistical information on the amount of activity in the money market and volumes of transactions used to monitor and analyze activities in the money market. *Topics:* Jobber money market report; interest rates; treasury bills; purchase and resale agreements; short-term paper. *Storage Medium:* Microfilm.

BC-580
Bond Market – Federal Marketable

Description: Statistical information used to monitor and analyze the Canadian Bond Market. *Topics:* Bond prices; yields and quotes.

BC-590
Bond Market – Federal Non-marketable

Description: Information on the payment of various fees to companies involved in the sale of Canada Savings Bonds; also reports on the monitoring and analysis of the results of the sale of Canada Savings Bonds. *Topics:* Canada Savings Bonds arrangements; commissions; redemptions; studies; surveys; reports; payroll; advertising; campaigns; public relations.

BC-600
Government of Canada New Loans

Description: Information outlining the terms and conditions of Government of Canada borrowings. *Topics:* New loan press releases; prospectuses; confirmation of offering; procedures; allotments; participation; statements.

BC-610
Matured Government of Canada Loans and Canada Savings Bonds

Description: Historical statistical information on the administrative details of each Government of Canada loan operation; used as research material for current borrowing operations. *Topics:* Loans by name or maturity. *Storage Medium:* Microfilm.

BC-620
Government of Canada – Foreign Loans

Description: The statistical and administrative documentation of the procedures undertaken by the Government of Canada to borrow abroad. *Topics:* Government of Canada foreign loans issued. *Retrievability:* Files arranged by loan and issue date.

BC-630
Chartered Bank Cash Management

Description: Statistical information used to monitor and analyze the implementation of monetary policy. *Topics:* Cash balances and forecasts; advances; cash reserves; reserve requirements; clearing; Government of Canada deposits; statements; compensation to financial institutions; chartered banks' balance sheets.

BC-640
Government of Canada Cash Projections and Debt Management Planning

Description: Information on the preparation of the Bank of Canada's projection of the Government of Canada's cash balances and the monitoring and analysis of government spending patterns. *Topics:* Federal budget and estimates; Bank of Canada projections; government cash reports; other projection reports; public accounts projections – budgetary and non-budgetary; provincial and municipal reports. *Retrievability:* Files arranged by subject, geography, institution and government department or agency.

BC-650
Special Studies and Analysis

Description: Studies and analyses of the various techniques used to implement monetary policy, debt management and securities market strategy. *Topics:* Debt management analysis; cash reserve management studies; interest rates analysis; macroeconomics policy papers; capital market analysis; pension fund studies; demographic studies; financial and banking sector; government bond market analyses; Canada Savings Bonds analyses and surveys; studies on inflation; employment and unemployment studies; purchase and resale agreement studies.

Public Debt Department

This Department is responsible for the administration of direct and certain guaranteed debt issues of the Government of Canada. Its functions include the procurement and distribution of supplies of debt certificates, the maintenance of registers and records for control purposes, the payment of interest and the retirement of the debt.

Manuals

- Data Processing Clerical Manuals
- Data Examination and Preparation Manuals
- Control of Data and Valuables Manuals
- Sample Letter Catalogue
- Records Retrieval Manual
- External Procedures Manuals
- Statistics Manuals

Classes of Records

BC-660
Issue of Government of Canada Loans and Securities

Description: Information on the domestic and foreign borrowings by the Government of Canada for which the Bank of Canada acts as fiscal agent or participates as an advisory body. *Topics:* Government of Canada marketable bonds; Canada Savings Bonds; treasury bills; Canadian National Railway bonds; International Bank for Reconstruction and Development (IBRD) bonds; foreign loans.

BC-670
Production of Bonds

Description: Information on all phases necessary to obtain adequate supplies of securities and their distribution to the appropriate locations. *Topics:* Bond design; bonds ordered and distributed; contracts with suppliers.

BC-680
Maintenance of Debt Registers

Description: Information on bond owner and individual security registers and their periodic updating. *Topics:* Transfer and exchanges; change of address; lost, stolen or destroyed coupons; lost, stolen or destroyed bonds; bond registrations; bond processing. *Storage Medium:* Microfilm.

BC-690
Payment of Interest

Description: Information on the various means and processes by which the contractual obligation to pay interest is discharged. *Topics:* Direct deposit; cheques; coupons; cash bonuses; withholding tax; interest notices; interest cheque production.

BC-700
Retirement of Debt

Description: Information on the process through which owners of Government of Canada securities are reimbursed at maturity or in accordance with the terms under which the securities were issued. *Topics:* Canada Savings Bonds; Government of Canada marketable bonds; treasury bills; war saving certificates; CNR Bonds; International Bank for Reconstruction and Development (World Bank) Bonds; redemptions of foreign loans.

BC-710
Accounting for the Public Debt

Description: Information on the recording, for reporting and controlling purposes, of activities for the period during which the securities are in existence. *Topics:* Accounting records and controls; financial reports.

BC-720
Administrative Arrangements with Financial Institutions

Description: Instructions and other data made available to financial institutions through which the Bank of Canada deals with bond owners in the normal course of business. *Topics:* Issue of Government of Canada loans and securities; maintenance of debt registers; payment of interest; retirement of debt; guarantee of signatures.

Canada Council

Background and Mandate

The Canada Council was created by the Parliament of Canada in 1957 (*Canada Council Act*, 1957, RSC 1970, c.2, as amended). Its mandate, according to Section 8(1) of the Act is to foster and promote the study, enjoyment and production of works in the arts. In particular, but without limiting the generality of the foregoing, the Council may, in furtherance of its objects:

- assist, co-operate with and enlist the aid of organizations, the objects of which are similar to any of the objects of the Council;
- provide, through appropriate organizations or otherwise, for grants, scholarships or loans to persons in Canada for study or research in the arts in Canada or elsewhere, or to persons in other countries for study or research in the arts in Canada;
- make awards to persons in Canada for outstanding accomplishment in the arts;
- arrange for and sponsor exhibitions, performances and publications or works in the arts;
- exchange with other countries, or organizations or persons there, knowledge and information on the arts; and
- arrange for representation and interpretation of Canadian arts in other countries.

The arts are defined in Section 2 as "architecture, the arts of the theatre, literature, music, painting, sculpture, the graphic arts, and other similar creative and interpretive activities." The Council's concerns include not only existing but also emerging new artists, audiences, arts organizations and works in the arts.

Overall Responsibilities

The general policy objective of the Canada Council is to recognize, foster, and promote excellence in the arts. Most of its grants are awarded through an extensive system of competitions judged by juries of practising artists and other independent specialists in the particular disciplines. The principles of advertised competition and peer evaluation are integral to the decision-making process of the Council.

Canadian Commission for UNESCO

In addition to its mandate to foster and promote the arts, the Canada Council has been assigned responsibility for the Canadian Commission for the United Nations Educational, Scientific and Cultural Organization (UNESCO) under Section 8(2) of the Act, Order in Council PC 1957-831, and in conformity with the Constitution of UNESCO.

Publications

The Canada Council publishes a quarterly news bulletin, a press review, a film catalogue and occasional documentary and research papers.

Manuals

- Minutes of the Canada Council — contain all decisions of the Council
- *Canada Council Policies and Procedures* — contains administrative and financial guidelines
- Chart of Financial Accounts — coding of all accounts pertinent to the Council's financial management information system; includes account name, code, responsibility centre, etc.
- Canada Council Policies — narrative program description including general, historical, legislative and specific program information as well as description of the awarding system
- Financial and Budget Control Computer Reports — include budget variance reports, general ledger, master vendor (grant and trial balance reports, issued monthly)
- *Assessor's Book* — contains names of assessors and jurors chosen from among best professionals in the disciplines and activities concerned; reviewed and approved by the Advisory Arts Panel members

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canada Council
255 Albert Street
Post Office Box 1047
Ottawa, Ontario
K1P 5V8
Telephone: Toll Free 1(800) 267-8282, or (613) 237-3400

Arts Division

This Division is responsible for assessing and recommending applications for support to individual artists and arts organizations. It currently consists of nine sections including the Awards Service, Dance, Explorations, Media Arts, Music, Theatre, Touring Office, Visual Arts (including the Art Bank), and Writing and Publication.

Classes of Records

CC-10
Awards and Prizes

Description: Correspondence and case files on the various awards and prize programs operated by the Canada Council. *Topics:* Molson Prizes; Governor General's Awards; Canadian Broadcasting Corporation and Canada Council Awards for Young Composers; Peter Dwyer Prize; Translation Prize; Canadian Broadcasting Corporation and Canada Council Awards for Choirs; Order of Canada; Children's Literature Award; Canada-Belgium Literary Prize; Canada-Australia Literary Award; Scottish-Canadian Writers' Fellowship; Jules Leger Prize for New Chamber Music; Lynch-Staunton Awards; Welsh-Canadian Writers' Exchange; Scottish-Canadian Playwrights' Exchange; *prix littéraire Canada-Suisse*; Healey Willan Prize for Amateur Choirs; Jacqueline Lemieux Prizes; Sylvia Gelber Foundation Award; McLuhan-Teleglobe Canada Award; Virginia P. Moore Award.

CC-20
Cultural Exchanges

Description: Correspondence and case files on the Canada Council program of cultural exchanges. *Topics:* Program policy; U.S.S.R. Cultural Exchanges; Czechoslovakia Cultural Exchanges; cultural exchange conferences with U.S.A.; Consultative Committee on Cultural Exchanges Program; Canadian Academic Centre in Italy; Interdepartmental Visits Panel; *Echange Culturel Canada-Belgique*; Australia; Austria; Visit to Munich; Queen's Fellowship; China Cultural Exchanges; visit of M. Blais Gauthier to Ottawa; Canadian Mediterranean Institute; Federal Republic of Germany Cultural Exchange; Canada-France Scientific Exchange Program; *Cité Internationale des Arts*; Canadian Cultural Institute in Rome; Institute of Art and Urban Resources, New York (P.S.1).

CC-30

Arts Division – General File

Description: Correspondence and other information on the Arts Division, but not unique to a specific discipline or Section. *Topics:* Policy; arts management and administration courses; appeal procedures; boards of arts organizations; new performing arts policy; Olympics 1976; patronage; Festival Canada; Native Grants Program; Commonwealth Games 1978; Cultural Program for National Unity; Twenty Plus Five (Green Paper); Multimedia Program; joint financing for the arts with business; liaison between business and the arts; television; consultant services; conferences, meetings, seminars.

CC-40

Special Program of Cultural Initiatives

Description: Correspondence, policy information, and other information on the Department of Communications' Special Program of Cultural Initiatives and the Canada Council's role as adviser to DOC for that program.

Arts Awards Service

This Service is responsible for support to individual professional artists for creative activity or skill improvement in architecture, arts administration, arts criticism, creative writing, dance, film, multidisciplinary work and performance art, music, photography, theatre, video, and the visual arts. Its programs include Arts Grants "A", Arts Grants "B", Short-term Grants, Project Cost Grants, Travel Grants, Grants for International Representation, and Visiting Artist grants.

Classes of Records

CC-50

Inquiries and Correspondence

Description: General inquiries on eligibility for grants under programs administered by the Arts Awards Service; also general correspondence. *Retrievability:* Files arranged by inquirer.

CC-60

Arts Grants "A" and "B"

Description: Correspondence, policy and information on the above grants not related to the actual applications.

CC-70

Short-term, Travel, and Project Cost Grants

Description: Correspondence, policy and information on the above grants which is not related to actual applications.

CC-80

Juries and Assessors

Description: Correspondence and other information on the Canada Council system of peer evaluation which uses juries and assessors. *Topics:* Policy; architecture; dance; film and photography; music; theatre; visual arts; writing; list of assessors. *Retrievability:* Files arranged by discipline.

CC-90

Grants for Representation in International Program Establishment (GRIPE)

Description: Policy file on the establishment and development of what is now known as the Grants for International Representation Program.

CC-100

Arts Awards Case Files

Description: Case files for all grant and service programs administered by the Arts Awards Service with the exception of certain Awards and Prizes (see CC-10) and Cultural Exchange (see CC-20) programs. *Topics:* Arts Grants "B"; Arts Grants "A"; Short-term Grants; Project Cost Grants; Travel Grants; Grants for International Representation (GRIPE); Visiting Foreign Artists. *Retrievability:* Files arranged by applicant.

Dance Section

This section is responsible for support to professional Canadian dance companies, organizations and associations in ballet, modern and experimental dance. Its programs include Grants to Dance Companies; Grants for Choreographic Workshops; Grants to Independent Choreographers; Grants to Dance Schools; Grants to Service Organizations; Aid to Dance Spaces; Grants to Presenters of Independent Dancers and Choreographers; and the Communications Fund.

Classes of Records

CC-110

Dance Programs

Description: Correspondence and information not related to the actual applications on the grant and service programs of the Dance Section; also Communications Fund case files. *Topics:* Policy; Dancers' Salary Fund; National Ballet School; grants for training in dance administration; support to presentors of independent dancers and choreographers; Guest Teachers Program; Gulbenkian National Choreographic Summer School; Communications Fund.

CC-120

Dance Case Files

Description: Case files for all grant and service programs of the Dance Section with the exception of the Communications Fund. *Topics:* Operating grants – large companies; operating grants – small companies; services; training; creation and diffusion; other grants. *Retrievability:* Files arranged by applicant.

Explorations Program

This Program is responsible for grants given to investigate new forms of cultural expression and participation. Grants are provided to individuals or organizations for innovative projects within or outside traditional arts disciplines which contribute towards an understanding of Canada's cultural past or the development of its cultural future.

Classes of Records

CC-130

Correspondence

Description: General correspondence on the activities of the Explorations Program. *Topics:* Routine correspondence – ineligible project proposals, requests for information, requests for application forms, etc.

CC-140

Explorations Case Files

Description: Applications to the Explorations Program. *Topics:* Explorations grants – scripts, craft workshops, biographies, slides and related art forms, popular writing, recordings, film, video and audio experiments, community-based cultural animation projects, and local and regional histories. *Retrievability:* Files arranged by applicant.

Media Arts Section

This section is responsible for support to film, video, and other media arts institutions and associations. Support is generally made to independent non-profit film-makers and video-makers, distributors and exhibitors. The Section's programs include Film Production Grants, Grants to Film Organizations, the Film Production Co-operative Workshop Program, Independent Short Film Showcase, Special Film

Project, the Canada Council Videotape and Equipment Fund and the Communications Fund.

Classes of Records

CC-150
Film Programs

Description: Correspondence and information on the Film Programs not related to actual applications; also case files for the Communications Fund. *Topics:* Policy; Film Advisory Committee; Vancouver Dramatic Film Workshop; Canadian Film Internship Program; Canadian Independent Short Film Showcase; Communications Fund; film collection. *Retrievability:* Files arranged by subject and, for the Communications Fund, by applicant.

CC-160
Video Programs

Description: Correspondence and information on the Video Programs not related to actual applications; also case files for the Communications Fund. *Topics:* Policy; Colour Studio Access for Artists Project; Seminars and Conferences; Video Access Administrators' Liaison Project; Video Tape and Equipment Fund; Communications Fund. *Retrievability:* Files arranged by subject and, for the Communications Fund, by applicant.

CC-170
Film Case Files

Description: Case files for all Film Program grants and services of the Media Arts Section with the exception of the Communications Fund. *Topics:* Film Program – production grants, grants to organizations and special projects. *Retrievability:* Files arranged by applicant.

CC-180
Video Case Files

Description: Case files for all Video Programs and services of the Media Arts Section with the exception of the Communications Fund. *Topics:* Video Programs – individual grants, groups, Tape and Equipment Fund, production grants, grants to organizations, and special projects. *Retrievability:* Files arranged by applicant.

Music Section

This section is responsible for support to Canadian music companies, organizations and associations. Its programs include Grants to Orchestras; Grants to Opera Companies; Grants to other Music Groups and Organizations; Grants to Amateur Choirs; Commissioning of Canadian Composers; Orchestra Managers' Training Program; Aid to Recording of Canadian Performers and Composers; and the Communications Fund.

Classes of Records

CC-190
Music Programs

Description: Correspondence and information which is not related to the actual applications, on the grant and service programs of the Music Section; also case files for the Communications Fund. *Topics:* Policy; auditions – *Ecole d'art lyrique de Paris*; Managerial Training Program for Symphony Organizations; choral organizations; National Concert Bureau; contemporary music – festival; National Music School; Young Canadian Performers Concert Series; Canada's orchestras and the Canada Council; Association of Canadian Orchestras – policy program; hiring practices of Canadian composers; Canadian content of orchestras; Community Musicians Program; air transport of musical instruments; instrument bank; *opera au Québec*; commissioning of Canadian composers; publication of Canadian music; Communications Fund – opera; recording of Canadian music; Communications Fund – orchestras. *Retrievability:* Files arranged by subject and, for the Communications Fund, by applicant.

CC-200
Music Case Files

Description: Case files for all grant and service programs of the Music Section with the exception of the Communications Fund. *Topics:* Music Program; Canadian Music Program; Artists in Residence Program. *Retrievability:* Files arranged by applicant.

Theatre Section

This section is responsible for support to professional theatre companies, organizations and associations. Its programs include Grants to Theatre Companies, the Playwrights-in-Residence Program, and the Communications Fund.

Classes of Records

CC-210
Theatre Programs

Description: Correspondence and information, not related to actual applications, on the grant and service programs of the Theatre Section; also case files for the Communications Fund. *Topics:* Policy; writing of plays; theatre for young audiences; National Theatre School; Flying Squad Program; Group of Seven Theatres Fund; Communications Fund. *Retrievability:* Files arranged by subject and, for the Communications Fund, by applicant.

CC-220
Theatre Case Files

Description: Case files for all grant and service programs of the Theatre Section with the exception of the Communications Fund. *Topics:* Performing Companies Program; Service Organization Program Schools and Universities Program; Travelling Drama Critics Award; special projects. *Retrievability:* Files arranged by applicant.

Touring Office

The Office supports touring by Canadian performing artists, the development of management for Canadian tours and artists, and tour co-ordination and promotion. Its programs include Touring Grants; Apprenticeship Program; Concerts Canada Program; Festivals Program; Performing Arts Venture Capital Fund; and the Communications Fund.

Classes of Records

CC-230
Touring Office Programs

Description: Correspondence and information not related to actual applications on the programs of the Touring Office.

CC-240
Performing Arts Venture Capital Fund

Description: Correspondence, policy and case files on the Performing Arts Venture Capital Fund administered by the Touring Office. *Retrievability:* Files arranged by applicant.

CC-250
Artists' Directory

Description: Information on booking contacts, organizations, artists and touring activities, technical information, union affiliations, and other information required by the Touring Office to produce its service publication, the *Artists' Directory*. *Topics:* Dance; music; opera and oratorio singers; theatre services; individuals or groups for publication.

CC-260
Facilities Directory

Description: Technical specifications, stage plans and other information on performing arts facilities required by the Touring Office to produce its service publication, the *Facilities Directory*. *Retrievability:* Files arranged by province.

CC-270
Service Contracts

Description: Project files containing correspondence, contracts, project reports and other information on service contracts provided by the Touring Office to individuals for the provision of tour promotion, publicity and co-ordination services to arts organizations. *Retrievability:* Files arranged by project.

CC-280
Touring Office Case Files

Description: Case files for all grant programs of the Touring Office with the exception of the Performing Arts Venture Capital Fund. *Topics:* Touring Grants - music, dance, theatre, other; apprenticeships; Concerts Canada; festivals. *Retrievability:* Files arranged by applicant.

Visual Arts Section

This section is responsible for support to visual arts institutions and associations. Its programs include Aid to Artist-run Spaces; Aid to Public Art Galleries; Aid to Print Workshops; Visiting Artists Program; and Artists' Studios in New York.

Classes of Records

CC-290
Visual Arts Programs

Description: Correspondence and information not related to actual applications on the grant and service programs of the Visual Arts Section; also case files for the Visiting Artists Program and the Communications Fund. *Topics:* Policy; Exhibition at the *Akademie der Künste*, Berlin 1982; import charges and copyright on works of art; studio space for visual artists; crafts policy; special purchase awards, Directors' Choice; Sydney Biennale - Australia; *representation de l'art canadien contemporain a l'étranger*; Communications Fund; Visiting Artists Program. *Retrievability:* Files arranged by subject and, for the Visiting Artists Program and the Communications Fund, by applicant.

CC-300
Case Files

Description: Case files for all grant and service programs of the Visual Arts Section, with the exception of the Visiting Artists Program and the Communications Fund. *Topics:* Galleries Program; other visual arts programs - grants to print workshops, artists in residence, special projects. *Retrievability:* Files arranged by applicant.

Art Bank

Within the Visual Arts Section, the Canada Council Art Bank purchases works of contemporary Canadian art and rents them to federal government departments and agencies as well as other public institutions and non-profit organizations. The Art Bank also organizes exhibitions of its collection, and occasionally lends works for exhibitions by other institutions.

Class of Records

CC-310
Art Bank Programs and Case Files

Description: Correspondence, policy and information on the Art Bank. *Topics:* Advisory Selection Committee; photography contracts; purchases; insurance; shipping; framing; repairs and restoration; sales of slides; artist's copyright; artist's representative; Large Print Commission Program; Sculpture Park - Ottawa; reproduction slides; Art Bank Gallery; presentations and lectures; art gallery purchases; purchases from artists; rentals to federal government departments; loans to art galleries for exhibitions; rentals to industries and corporations; sales of works; long-term loans to galleries; special purchase assistance; rentals outside the federal mandate; special projects, exhibitions, loans, rentals; Art Bank exhibitions. *Retrievability:* Files arranged by subject for program files and by applicant for case files. *Note:* All program and case files, except art gallery purchases and purchases from artists are maintained by the Art Bank. Case files for the Purchase Program are maintained by the Central Records Management Unit.

Writing and Publication Section

This section is responsible for support to publishing companies, organizations and associations and for certain programs of support to writers. Its programs include Block Grants; Project Grants; Translation Grants; Aid to Periodicals; Book Purchase and Donation Program; promotion and distribution of Canadian books and periodicals; promotion tours by authors; Public Readings Program; National Book Festival; Writers-in-Residence Program; Literary Prizes and Awards; International Writers' Exchange Program; and grants to national associations of writers, book publishers, and periodical publishers.

Classes of Records

CC-320
Writing and Publication Programs

Description: Correspondence and information, not related to actual applications, on the grant and service programs of the Writing and Publication Section - other than literary awards, prizes, and cultural exchanges; includes the case files of the Book Purchase and Donation Program. *Topics:* Policy; *oeuvres de Robert Elie*; *programme de promotion des prix littéraires*; Aid to Translation Program; criticisms on literary grants; International Translation Program; National Book Festival; National Translation Program; Public Readings Program; compensation for library use; book promotion and distribution; Book Purchase Program; literary and arts periodicals; promotion tours for authors. *Retrievability:* Files arranged by subject and, for the Book Purchase and Donation Program, by applicant.

CC-330
Writing and Publication Case Files

Description: Case files for all grant and service programs of the Writing and Publication Section, with the exception of the Book Purchase and Donation Program, literary prizes and awards, and the literary cultural exchanges. *Topics:* Books Program; Promotion and Distribution Program; Writer-in-Residence Program; Associations Program; Conferences and Research Program; other programs. *Retrievability:* Files arranged by applicant.

Canada Deposit Insurance Corporation

Responsibilities

The Canada Deposit Insurance Corporation was established in 1967 to provide, for persons having deposits with a member of the corporation, insurance against the loss of deposits up to a maximum of $20,000 for any one depositor. Membership in the corporation is obligatory for chartered banks, Quebec savings banks and federally incorporated loan and trust companies that accept deposits from the public. Provincially incorporated loan and trust companies that accept deposits from the public are eligible to apply for membership if they have the consent of the province of incorporation. The definition of deposits, set out in a schedule to the *Canada Deposit Insurance Corporation Act*, might be summarized as money received by a member institution that is repayable on demand or notice and money that is repayable on a fixed date within five years from the date of deposit or on the anniversary date five years after the date of deposit. Deposits not payable in Canada or in Canadian currency are not insured. The Board of The Corporation comprises a Chairman, appointed by the Governor in Council, and four other directors who hold the positions of Governor of the Bank of Canada, Deputy Minister of Finance, Superintendent of Insurance and Inspector General of Banks. It reports to Parliament through the Minister of Finance.

Access Procedures

All requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Canada Deposit Insurance Corporation
112 Kent Street, Tower B
Suite 1808
P.O. Box 2340
Ottawa, Ontario
K1P 5W5
Tel. (613) 996-2081

Background

Until the appointment of the present Board, the Canada Labour Relations Board (organized in 1948) was composed of members appointed by the federal government to deal, on a part-time basis, with the orderly resolution of trade union representation disputes under the *Industrial Relations and Disputes Investigation Act*. This dealt chiefly with applications for certification and decertification of trade unions for employees of industries that came under federal jurisdiction. This Board, which had representation from both management and labour, met when required and the officers and staff of the Employee Representation Branch of Labour Canada performed the administrative and operational duties.

The present Canada Labour Relations Board was established in 1972 by the amended *Canada Labour Code* (R.S.C. 1970, CL-1 as amended by S.C. 1972, c.18) and became effective March 1, 1973. The Board is designated as a department within the meaning of the *Financial Administration Act* and reports to Parliament through the Minister of Labour.

Appointments to the Board are by Orders in Council for terms of up to five years for Board Members and up to ten years for Chairman and Vice Chairmen. Section 111(2) of the Code provides for a Chairman, from one to five Vice Chairmen and from four to eight Board Members.

The Members of the Board are full-time appointees with experience and knowledge of industrial relations and labour law. As members of a non-partisan board they are prohibited from holding any other remunerated office or employment.

The Board functions in both official languages and conducts hearings in all provinces and territories in order to be accessible to parties having business before it. A quorum of three Members, which includes the Chairman or a Vice Chairman, is empowered to transact business and render decisions.

The Headquarters of the Board is located in the National Capital Region. Regional offices are staffed in Halifax, Montreal, Toronto, Winnipeg and Vancouver.

Laws and Regulations

- *Canada Labour Code*
- *Canada Labour Relations Board Regulations*, 1978, SOR 78-499

Overall Responsibilities

Part V of the *Canada Labour Code* (Industrial Relations) charges the Board with a two-fold responsibility: to grant, modify and terminate bargaining rights, and to resolve, through mediation or adjudication, complaints of unfair labour practice concerning violations of the Code by trade unions or employers. On finding a violation of the Code the Board is empowered to order reinstatement and compensation where appropriate. It is also empowered to order employees to return to work in cases of illegal work stoppages, upon application, and to attempt to resolve or adjudicate, where necessary, various other types of disputes that may arise under Part V of the Code.

Organization

The Board has very few organizational units. Under its Executive Director (Registrar), its main Divisions consist of Administration Services and Operational Services. Administration Services is responsible for the usual housekeeping files concerning pay and benefits, training, staffing and personnel. Operational Services consists of three integrated services: Labour Relations Officers at Headquarters and in the regions who process applications, conduct investigations and mediate where appropriate; Process Officers who provide support service at hearings and in-camera meetings; and Registry staff who maintain case files and provide information retrieval, statistics and research services. In addition, the Board has a Library and Publications section which provides research assistance and produces the Board publication *di*. There is also a language revision unit to ensure the quality of translation and a Special Projects Adviser.

Key Contacts

General Inquiries

Information Officer
Telephone: (613) 996-9466

Press and Parliamentary Liaison

Executive Director
Telephone: (613) 992-7428

Library and Public Reading Room

Chief Librarian
Telephone: (613) 995-0895

Legal Counsel

Legal Assistant
Telephone: (613) 992-9342

Program and Service Assistance

Director, Operational Services
Telephone: (613) 996-9466

Major Publications

The Board publication *di* (decisions and information) contains the Board's Reasons for Decision in full in both official languages along with a brief subject index. Decisions in cases for which no formal Reasons are issued are also listed briefly. The publication also contains statistical tables on the number and regional distribution of hearings held and on the number and types of applications received during specified periods.

The Board also publishes an Annual Report as required by Part V of the *Canada Labour Code* (Industrial Relations), Section 210. The Report contains a summary of the Board's activities for the fiscal year along with statistical tables and a financial statement.

The Board has also published *Your Rights under the Code*, a small booklet which is designed to describe in clear language the rights and obligations of all persons and parties covered by Part V of the *Canada Labour Code* and to outline the procedures to be followed by persons or parties who have suffered as a result of non-compliance or violation of the Code by some other person or party.

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to:

Access to Information Co-ordinator
Canada Labour Relations Board
125 Sussex Drive
Tower D, 3rd Floor
Ottawa, Ontario

K2A 0X8
Telephone: (613) 996-2188

Finding Aids

The Board has developed a number of finding aids to facilitate retrieval of its records:

- index cards of all cases cross-referenced by employer, trade union, individual, and industry;
- subject and numerical indexes to Board Reasons for Decision;
- an index to Board Reasons by Section of the Code;
- sets of all Board orders, organized by file number;
- sets of letter decisions which contain unpublished reasons organized by type of application and by date; and
- chronological lists of all cases dealt with by the Board since 1973.

Operational Services Division

This Division processes all applications and complaints which come before the Board, conducts investigations, mediates complaints and attempts to achieve settlements, conducts votes, provides support services at hearings and in-camera meetings, maintains a Registry of case files and issues the decisions of the Board. This Division is also responsible for planning and program development.

There are no operational manuals as such; various operational guidelines and directives exist, but these are not assembled in a common manual.

Classes of Records

CLRB-10
Acquisition and Termination of Bargaining Rights

Description: Information on the acquisition by trade unions of the right to bargain collectively on behalf of employees in the federal jurisdiction, through certification as bargaining agent or by way of successor rights, and the termination of bargaining rights. *Topics:* Application for certification; application for declaration of single employer; application for revocation of certification; application for declaration of successor rights; application for declaration of sale of business; application for access to employer's premises for the purpose of soliciting union membership.

CLRB-20
Complaints of Unfair Labour Practice

Description: Complaints by persons or organizations that an employer, a trade union or an employee has failed to comply with provisions of the *Canada Labour Code*, Part V (Industrial Relations). *Topics:* Complaints related to failure to bargain in good faith, interference with the bargaining rights of a bargaining agent and changing of conditions of employment or rates of pay without the consent of the bargaining agent during the prescribed bargaining period require the consent of the Minister before they can be processed by the Board; offences by employers (Section 184) – interference with the formation or administration of a union or the representation of employees by a trade union, or discrimination against employees for union membership, union activity or the exercise of their rights under the Code; violations by trade unions (Section 185) – trying to force an employer to bargain collectively in respect of employees for whom the union is not the bargaining agent, bargaining with an employer in respect of employees with the knowledge that another organization is the actual bargaining agent, interference in the formation or administration of an employer's organization, unauthorized soliciting of employees during their working hours at their place of employment, requiring the termination of an employee for loss of union membership unless that loss of membership is the result of failure to pay the required union fees, the application of membership rules or disciplinary procedures in a discriminatory manner, and discriminating against a person in matters related to employment or union membership because a person has exercised certain rights or fulfilled specified obligations under the Code; fair representation by trade unions (Section 136.1) – complaints by employees usually relate to the failure of a union to process a grievance to arbitration; trade unions who operate hiring halls (Section 161.1) – rules for the fair referral of members to employment, posting of rules in the hiring hall.

CLRB-30
Unlawful Work Stoppage

Description: Applications by an employer (in the case of a strike) or by a trade union (in the case of lockout) for a declaration that the work stoppage is unlawful and for an order returning employees to work. *Topics:* Applications concerning unlawful strikes; applications in cases of unlawful lockout.

CLRB-40
Safety of Employees

Description: Complaints by employees either alleging that their employer has imposed a penalty on them because they acted in accordance with Section 82.1 of Part IV of the *Canada Labour Code* (Refusal to Work because of Imminent Danger), or requesting a review of the decisions of safety officers by the Board.

CLRB-50
Review and Enforcement of Orders

Description: Application to amend or rescind previous Board decisions or to reconsider previous decisions; also requests to file Board orders in the Federal Court to give them the weight of an Order of the Court, or applications for the written consent of the Board to prosecute an offence under the *Canada Labour Code*. *Topics:* Application for review; consent to prosecute; filing of Board order in court.

CLRB-60
Collective Bargaining and Collective Agreements

Description: Information on disputes concerning the existence of collective agreements or the identification of parties bound by a collective agreement; also applications concerning the failure of an employer to comply with obligations under a collective agreement respecting any proposed technological change, and applications for leave to serve on an employer notice to commence collective bargaining following a notice of technological change; references from the Minister of Labour directing the Board to inquire into disputes related to the settlement of first collective agreements and to impose a first agreement on the parties if necessary. *Topics:* Determination of the existence of a collective agreement; revision of terms of collective agreement; technological change; leave to serve notice to bargain concerning technological change; provision of first agreement; portion of the Public Service established as corporation.

CLRB-70
Change of Terms and Conditions of Employment

Description: Application by employers under federal jurisdiction for permission to alter the rates of pay or any other terms or conditions of employment or any right or privilege of employees who are the subject of an application for certification.

Canada Mortgage and Housing Corporation

Overall Responsibilities

The Canada Mortgage and Housing Corporation (CMHC) is the federal government's housing agency. It is a Crown corporation, constituted on January 1, 1946 by an Act of Parliament, with a Board of Directors who report to a Minister responsible to Parliament. CMHC is charged with the administration of the *National Housing Act*. The Corporation also has extensive responsibilities in the administration of grants, contributions and subsidies, and in the provision of policy advice to government on housing and related matters. CMHC promotes Canada-wide housing standards and guidelines. It also delivers the Canadian Home Insulation Program.

In its role as a financial institution, the Corporation's primary function now is that of a mortgage insurer. It facilitates the use of a mortgage as security by guaranteeing the lender against loss. CMHC continues, however, to make direct mortgage loans, as a residual lender, and real estate investments with funds borrowed from government. It is also responsible for managing a $10.3 billion portfolio of federally owned mortgages and investments and real estate holdings of 5,000 dwelling units owned by CMHC over and above the assets of the Mortgage Insurance Fund. The Corporation also administers the mortgage and real estate portfolio of certain government institutions such as the Canada Deposit Insurance Corporation, Housing Enterprises Ltd., Transport Canada and National Defence.

In its departmental role, CMHC is responsible for government grants, subsidies and contributions amounting to over $1 billion a year, directed to the pursuit of social housing goals in both their urban and their rural setting; the rehabilitation and conservation of the housing stock; community improvement; research, development and demonstration; and the dissemination of information about its activities.

Legislation

- *Canada Mortgage and Housing Corporation Act*, R.S., c.46, s.1. — incorporates the Canada Mortgage and Housing Corporation
- *National Housing Act*, 1953-54, c.23, s.1 — promotes the construction of new houses, the repair and modernization of existing houses, and the improvement of housing and living conditions

Organization

The President is the Chief Executive Officer of the Corporation. The organizational structure of the Corporation comprises five Sectors at National Office headed by four Vice Presidents and a General Counsel. The five Sectors are: Finance and Management Information Systems, General Counsel, Organization Development, Policy Development and Research and Program Operations.

CMHC also maintains an extensive field organization headed by the Vice President, Field Operations. It is divided into five regions — Atlantic, Quebec, Ontario, Prairies and the Northwest Territories, British Columbia and the Yukon Territory — and CMHC Technical Services. Each is headed by a General Manager.

Program Responsibilities

Social Housing Division

- Public Housing Assistance
- Rent Supplement
- Private Non-profit Housing Corporations
- Public Non-profit Housing Corporations
- Continuing Housing Co-operatives
- Start-up
- Community Resource Organization Program (CROP)
- Residential Rehabilitation Assistance Program — Non-profit and Co-operatives
- On-reserve Housing

Rural and Native Housing Division

- Rural and Native Housing
- Rural Residential Rehabilitation Assistance
- Emergency Repair
- Urban Native Housing
- Rural and Native Housing Project Funds

Land and Infrastructure Division

- Land Assembly
- Municipal Infrastructure
- Municipal Incentives Grants (MIG) Program
- Urban Renewal

Residential Improvement Division

- Residential Rehabilitation Assistance Program (RRAP)
- Canada Home Renovation Plan (CHRP)
- Neighbourhood Improvement Program (NIP)
- Home Insulation Program (HIP)
- Canadian Home Insulation Program (CHIP)

Underwriting Directorate

- Assisted Home Ownership Program (AHOP)
- Assisted Rental Program (ARP)
- Direct Lending for Market Housing — Multiple Unit Residential Buildings (MURB)
- Home Improvement Loans
- Canada Rental Supply Plan (CRSP)
- Mortgage Insurance Fund (MIF)

Insurance Claims Control Division

- Loan Insurance Claims

Mortgage and Property Administration Division

- Loan Payment
- Property Management

Investment Portfolio Accounting Division

- Investor Settlement

Real Estate Marketing Division

- Property Disposal and Sales

Canada Mortgage Renewal Plan Centre

- Canada Mortgage Renewal Plan (CMRP)
- Canadian Homeownership Stimulation Plan (CHSP)
- Graduated Payment Mortgage (GPM)

Research Division

- Graduate Scholarship
- External Research
- Canadian Housing Information Centre
- CMHC Research
- Housing Technology Incentives

Planning Division

- New Policy Development

Program Evaluation Division

- Community Services Contribution Program (CSCP)

Project Implementation Division

- Demonstration

CMHC Technical Services

- Engineering Advice and Housing Inspection
- Building Materials, Systems and Equipment Evaluation
- Building and Community Standards Advice

Manuals

- *National Housing Loan Regulations*
- *National Building Code of Canada*
- *Residential Standards, Canada 1980* (Metric Edition) — the minimum building standards for housing built under the *National Housing Act*; issued by the Associate Committee on the National Building Code
- *National Housing Act — Minimum Property Standards for Existing Residential Buildings* — gives the minimum acceptable standards of site, structure and services for existing residential buildings to be eligible for NHA mortgage insurance
- *Builder's Requirements for Obtaining NHA Insurance Mortgages* (formerly *Administrative Requirements*) — a summary of the general conditions and administrative procedures required for a builder to construct to NHA standards
- *Standards for the Rehabilitation of Residential Buildings — Residential Rehabilitation Assistance Program* — identifies eligible work which may be financed through the Residential Rehabilitation Assistance Program
- *CMHC Guidelines and Procedures Manual* (30 Volumes) — CMHC business systems documentation
- General Memoranda and the Regional Directives — specific procedures and guidelines issued concerning specific actions; General Memoranda are usually incorporated at a later date into the *Guidelines and Procedures Manual*
- *Approved Lender's Handbook* — instructions on loan processing for *National Housing Act* — approved mortgage lenders, on loan administration practices, and on claims against the Mortgage Insurance Fund
- *Corporation Instruction Manual* — old *Guidelines and Procedures Manual* containing instructions not yet incorporated into the new *Guidelines and Procedures Manual*

Access Procedures

Requests for CMHC records under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
General Counsel Sector
Canada Mortgage and Housing Corporation
National Office
Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2952

General Information

Information and Communications Centre

The Information and Communications Centre (ICOM) answers questions from the press and the public about the Canada Mortgage and Housing Corporation and its activities and programs, distributes publications, issues news releases and markets CMHC programs and services. To get your name on a mailing list, specify your area of interest and contact the Centre at the following address:

Information and Communication Centre (ICOM)
Canada Mortgage and Housing Corporation
LaSalle Academy
373 Sussex Drive
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2609
Telex: 053-4842

Information Officers

The Corporation has trained information officers at its National Office in Ottawa and in each of its five regional offices across the country. The regional offices are: Atlantic, located in Saint John, N.B.; Quebec, located in Montreal; Ontario, located in Toronto; Prairies, located in Saskatoon; and British Columbia, located in Vancouver. The public is encouraged to inquire and apply for CMHC programs and services at the nearest CMHC office.

Library

The Canadian Housing Information Centre (CHIC) contains 60,000 publications on all aspects of housing building and community development. It also has a number of special collections, including material on housing for disabled persons and all reports from the United Nations Human Settlements Conference, Habitat, which was held in Vancouver in 1976. It subscribes to 600 Canadian, British and American journals and newsletters. CHIC makes available all research reports undertaken under Part V of the *National Housing Act*. CHIC publishes and distributes semi-annually a listing of all Part V studies under way of recently completed, entitled *Recent Part V Research Reports and Projects*.

The library staff will provide factual or bibliographic information on housing matters to anyone who inquires. The Centre welcomes such inquiries, which may be made by mail, telephone, telegram, telex, or in person.

Documents, articles, reports and other material of reasonable length will be sent out on request. Books, extensive collections and similar material may be consulted in the Centre or in other libraries in the National Capital Region with which CMHC maintains reciprocal lending arrangements.

The Centre is open from 8:30 a.m. to 4:45 p.m. on weekdays from September until the end of May and from 8:30 a.m. to 4:15 p.m. from June to the end of August.

Canadian Housing Information Centre (CHIC)
Canada Mortgage and Housing Corporation
National Office
Montreal Road
Ottawa, Ontario
K1A 0P7
Telephone: (613) 748-2362
Telex: 053-3674

Publications

ICOM maintains the CMHC publications list, which includes brochures, periodicals, reports, studies, special reports and bibliographies dealing with national housing regulations and standards, home selection and housing programs, metric aids, planning, design and construction, housing rehabilitation and energy conservation, the elderly and the handicapped, and children. If you are ordering 20 or more copies of a single priced publication for an educational institution or a non-profit organization, you may obtain a 30 per cent discount. Discount orders are non-returnable and non-refundable.

Executive Sector

Office of the Corporate Secretary

The Office of the Corporate Secretary is responsible for facilitating the work of members of the Board of Directors and officers of the Corporation by managing the decision-making process, including the process by which submissions to the Board of Directors and Committees are made, the planning and organizing of meetings, and the recording, communicating and follow-up of decisions to ensure implementation. The Office acts as custodian of the Corporate seal, all minute books, by-laws, resolutions and CMHC Cabinet, Treasury Board and Order in Council submissions and decisions. The Corporate Secretary certifies official documents and co-ordinates the production of the Annual Report to Parliament. The Office of the Corporate Secretary also co-ordinates liaison with the national executives of housing-related industry associations.

Manuals

- *Corporate Overview, Office of the Corporate Secretary*, Vol. 1 of the *CMHC Guidelines and Procedures Manual* — describes the decision-making process of the Corporation
- *CMHC General Management Structure* — describes Corporate organizational principles and managerial responsibilities and the specific roles and core functions of members of senior management
- *Cabinet Paper Systems* (Privy Council Office) — describes the procedures for writing and handling Cabinet Documents
- *Office of the Corporate Secretary Procedures* — contains detailed internal office procedures

Classes of Records

CMHC-10
Boards and Committees

Description: Reports, notices, minutes and decisions of statutory and non-statutory committees and related correspondence. *Topics:* Submission routing slips and register; agendas; submissions; minutes and records of decisions; distribution lists; Board of Directors - members, conflict of interest, vacancies and recommended nominees, appointments and reappointments, fees and expenses, compensation, monthly reports to Board; Pension Fund Trustees - signing resolutions, agreements, Pension Fund handbook, annual reports; Management Board - Regional reports. *Storage Media:* Microfilm and microfiche.

CMHC-20
Federal Government Liaison

Description: Information on liaison with the federal government, including Cabinet, Minister responsible for CMHC, federal departments and agencies, etc. *Topics: Canada Mortgage and Housing Corporation Act* and amendments; by-laws and amendments; directions from Minister and government; government proposals on Crown corporations; liaison with government departments and agencies; submissions to Council and Orders in Council; submissions to Cabinet and Cabinet decisions; submissions to Treasury Board and Treasury Board decisions; salaries for Governor in Council appointees; Annual Report.

CMHC-30
Conferences and Meetings

Description: Information on CMHC participation in conferences, meetings, symposia and seminars. *Topics:* Meetings of senior management held outside the established board and committee structure; activities and liaison with the executive officers of housing industry associations; agendas, minutes, reports. *Retrievability:* Files arranged by organization.

CMCH-40
Organization and Authorities

Description: Information on the execution of corporate responsibilities; the Instrument of Delegation of Financial Signing Authorities; policies and procedures; creation of and changes in organization, roles and functions and reporting relationships of senior officers; reorganization proposals and related staff studies; signing resolutions and powers of attorney.

Operations Audit Division

The Division provides an independent audit function by systematically reviewing all the Corporation's operations (including standards, administrative policies, processes, control procedures, organization, computer systems) and conducting financial and systems audits. It reports final recommendations and observations to the Audit Committee of the Board of Directors.

Manuals

- *CMHC Guidelines and Procedures Manual* (30 Volumes)
- *Fundamentals of Comprehensive Auditing*
- Canadian Comprehensive Auditing Foundation — Audit Guides
- Audit Guides — Audit of Efficiency (Office of the Auditor General of Canada)
- *Standards for Internal Audit in the Government of Canada* (Office of the Auditor General of Canada)
- *Approved Lender's Handbook*
- Instrument of Delegation of Financial Signing Authorities
- Budgeting Activity Modules
- Management Review Committee Reports
- *Corporate Plan Book*
- CMHC General Memoranda

Classes of Records

CMHC-50
Operations Audit

Description: Correspondence and assessment reports on the effectiveness and efficiency of compliance of responsibility centres and systems with prescribed policies and procedures. *Topics:* Audit reports for responsibility centres within National Office and Field Offices. *Retrievability:* Files arranged by responsibility centre.

CMHC-60
Computer Audit

Description: Correspondence and audit reports on existing computer systems to insure compliance with Corporate and industry standards containing information on the use, maintenance, efficiency and effectiveness of systems; also on the validity of the data, processing procedures and information generated by the systems. *Topics:* Mortgage Portfolio Management Systems; development of computer audit capability; EDP review; Mortgage Insurance Fund claim settlement process.

CMHC-70
Financial Audit

Description: Composite and financial audit reports on financial planning, accounting, custodial and control activities of responsibility centres within National Office and Field Offices; independent and external audits of Corporation books and financial statements and related correspondence.

CMHC-80
Special Audit

Description: Audits and related correspondence on specific areas of concern carried out upon direction from the President, Chairman of the Audit Committee or other Executive Officers, and often required by unexpected and unusual circumstances. *Topics:* Provincial housing organizations; federal and provincial programs; *National Housing Act*, Section 40; rural and native housing; approved lender audits; Mortgage Insurance Fund multiple unit housing projects.

CMHC-90
Business Systems Acceptance – Audit of Mortgage Portfolio Management Systems

Description: Papers, correspondence and reports generated from a review of the business systems at the component sub-system and system level through an independent test center. *Topics:* Prepared test data; plans for testing; test results; problem reports; test assessments; final test reports; systems specifications; systems acceptance plans and strategies; Mortgage Portfolio Management Systems (MPMS) phases; financial control system.

Program Operations Sector

Social Housing Division

The Division is responsible for assisting Canadians whose income is insufficient to gain access to adequate housing by encouraging and supporting, in conjunction with provinces, municipalities and their agencies, the provision of low and moderate-income housing and by encouraging the establishment of non-profit and co-operative housing corporation projects.

Manual

- *Social Housing*, Vol. 7 of the *CMHC Guidelines and Procedures Manual* — describes the administration of Social Housing Programs

Classes of Records

CMHC-100
Social Housing

Description: Information on social housing and related federal-provincial, non-profit and co-operative activities. *Topics:* Reports; booklets; program stacking; maximum unit price; integration of housing allowance. *Retrievability:* Files arranged by province.

CMHC-110
Federal-provincial Housing

Description: Information on the capital cost and operating cost of public housing projects shared by federal-provincial partnership and the management of these projects; also provincially-owned and provincially-leased public housing and CMHC subsidies towards project operating costs. *Topics:* Inspections; consultants; violence in high-density housing; rental scale study; administration of projects; fire insurance; social and recreational facilities; tenants' associations; rent supplement plan; subsidies – claims and agreements; individual public housing projects. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Files arranged by province, municipality and project.

CMHC-120
Non-Profit and Co-operative Housing

Description: Information on provincial, municipal and private non-profit corporations which operate rental housing projects for persons of low and moderate income, and co-operatives which provide housing for their low and moderate-income members: such housing provides for an income mix in projects and encourages the restoration of existing buildings through the non-profit Residential Rehabilitation Assistance Program (RRAP); also information on the Start-Up and Community Resource Organization Program (CROP) which provides start-up financing and developmental assistance, including the acquisition of technical and professional services. *Topics:* Federal-provincial operating agreements; subsidy assistance; monitoring and advertising; rental scales; equity; commitments; charter approval; unit sales, sales tax rebates and exemptions; annual reporting; construction management and rehabilitation; housing acquisition techniques; public non-profit; private non-profit; continuing non-profit co-operatives; agreements; insured loans; land lease; native and urban native housing; Start-up Program; CROP; non-profit RRAP. *Storage Medium:* Insured loans on microfilm. *Retrievability:* Loan files arranged by province and locality.

Rural and Native Housing Division

The Division is accountable for the delivery of Rural and Native Housing Programs in communities with a population of less than 2,500 and for the encouragement of maximum client involvement in meeting their housing needs. It provides guidelines and procedures for field office delivery of housing units with provincial agencies and client groups, and renovations and repairs of units under the rural Residential Rehabilitation Assistance Program (RRAP) and Emergency Repair Program. It administers support mechanisms, including sustaining grants, project funds, secondment of administrative and technical staff, native cadre training and client training courses, training material and equipment.

Manuals

- *Rural and Native Housing*, Vol. 8 of the *CMHC Guidelines and Procedures Manual* — describes the administration of the Rural and Native Housing Programs
- *Rural Residential Rehabilitation Assistance Program (RRAP) Handbook*
- *Counselling Handbook — Homeownership*

Classes of Records

CMHC-130
Rural and Native Housing

Description: Information and studies on all rural and native housing programs; also liaison with other government departments and clients. *Topics:* Rural and Native Housing Task Force; program information;

Native Housing policy proposals; Non-status Indian construction companies; newsletters; inquiries; National Anti-poverty Organization; Department of Indian Affairs and Northern Development. *Retrievability:* Files arranged by province.

CMHC-140
Program Delivery

Description: Information on the Rural Residential Rehabilitation Assistance Program (RPAP) and the Rural and Native Housing Program. *Topics:* Policy; procedures; forms; surveys; amendments; agreements; year-end reports; on and off-reserve RRAP; public housing negotiations; housing authorities; associations and corporations; property inventory; training seminars; training materials, workshops and equipment. *Retrievability:* Loan files arranged by province.

CMHC-150
Program Support

Description: Information on secondment of expertise and native cadre training in support of CMHC social programs; also information on sustaining grants to help remote and fringe communities identify and meet their housing needs and the project funds available to rural and native community groups not sponsored by provincial or municipal agencies, to undertake housing projects for themselves and other low-income families. *Topics:* Rural and Native Housing Secondment Program and Native Cadre Training – reports, training plans, salary administration, job descriptions, evaluations and related correspondence; sustaining and emergency repairs. *Retrievability:* Training files arranged by province; grants arranged by province and delivery agent; projects arranged by province and project sponsor.

Land and Infrastructure Division

The Division provides national direction to the Land Assembly, Municipal Infrastructure, Municipal Incentive Grants and Urban Renewal Programs. Its tasks include program planning, monitoring of field operations, provision of direction and assistance to field offices, development of program changes and improvements, identification of policy issues, provision of information and recommendations to management and the implementation of management decisions. The Division also provides the Corporation with representation on the Treasury Board Advisory Committee on Federal Land Management.

Manuals

- *Municipal Infrastructure* and *Land Infrastructure*, Vols. 4 and 5 of the *CMHC Guidelines and Procedures Manual* — describe the administration of the programs
- *Corporation Instruction Manual, Urban Renewal*

Classes of Records

CMHC-160
Municipal Infrastructure

Description: Information on loans and grants provided to municipal authorities for water and sewage treatment systems; also for planning and feasibility studies related to these systems. *Topics:* Individual loan and grant applications; federal-provincial joint committees; program monitoring; regional sewerage and water plan studies. *Retrievability:* Files arranged by province and municipality; individual case files for loans and grants.

CMHC-170
Municipal Incentive Grants

Description: Information on the encouragement of municipalities to develop land for modest-size housing units at medium density and value; also clarification and expansion of existing policies and changes in policy, eligibility determination of special projects and advice to the Minister on upcoming grant payments for a certain period. *Topics:* Policy, procedures and inquiries; individual municipalities' requests for payments. *Retrievability:* Files arranged by province and municipality.

CMHC-180
Land

Description: Information on federal contributions and loans to municipalities and provincial agencies, sometimes in partnership with CMHC, to acquire and develop an adequate supply of serviced residential land and to encourage a high standard of residential development or to acquire, service and redevelop blighted urban lands; also information on lands owned by the Corporation for similar purposes; research and policy development for urban residential land use, land supply, public and private land development programs and public land assembly. *Topics:* Urban renewal; negotiations and agreements; federal-provincial land assembly planning and development; Land Assembly loans; CMHC-owned lands; market and feasibility analyses; financial viability; land disposal and leasing; policy research; Treasury Board Advisory Committee and loan insurance on Federal Land Management. *Retrievability:* Files arranged by project, province and municipality.

Residential Improvement Division

The Division promotes and supports the rehabilitation of substandard housing and the improvement of existing housing. It develops and maintains adequate program training and guidance material, distributes program promotion and information aids, maintains ongoing monitoring of the program management, and develops training courses in rehabilitation skills. It maintains liaison with the Department of Energy, Mines and Resources on policy matters relating to the delivery of the Canadian Home Insulation Program (CHIP), Home Insulation Program (HIP) and Canadian Oil Substitution Program (COSP).

Manuals

- *Neighbourhood Improvement Program and Residential Rehabilitation Assistance Program*, Volume 6 of the *CMHC Guidelines and Procedures Manual* — describes the administration of these programs
- *Canada Home Renovation Plan (CHRP)*, General Memorandum — describes policies and procedures for the program's administration
- *Trainer's Guide* and *Student's Handbook* — Rehabilitation Skills Training Centre

Classes of Records

CMHC-190
Neighbourhood Improvement Program (NIP) and Residential Rehabilitation Program (RRAP)

Description: Information and correspondence on the administration and delivery of the Neighbourhood Improvement and Residential Rehabilitation programs to improve neighbourhood amenities and services and the housing and living conditions of residents. *Topics:* Monitoring and evaluation; liaison with other government departments and agencies; site clearance; agreements; non-profit RRAP; Rural and Native Housing RRAP; urban and private rental RRAP; inter-program impact; program development, including rooming houses; rehabilitation standards, conversion studies and renovations for the disabled. *Storage Medium:* EDP Systems. *Retrievability:* Files arranged by province and municipality. Neighbourhood Improvement Program information is arranged by municipality and neighbourhood; Residential Rehabilitation Assistance Program, by individual case loan.

CMHC-200
Canada Home Renovation Plan (CHRP)

Description: Information on the administration and monitoring of the Canada Home Renovation Plan. *Topics:* Regulations, program funding; eligible areas, properties, applicants, work; property standards; financing and security; CMHC agents; applications and loan process; program interfaces; inspection requirements; reports and monitoring activities. *Storage Medium:* EDP systems. *Retrievability:* Individual loan case files.

CMHC-210
Rehabilitation Skills Training Course (RSTC)

Description: Information on the policy, administration, development and delivery of training courses to the Corporation's primary clients and to the rehabilitation industry at large. *Topics:* Training course material, including certification, accreditation and fees; course delivery and critiques; marketing.

CMHC-220
Energy Conservation

Description: Information and correspondence on CMHC programs to assist homeowners to upgrade the insulation of older homes; also liaison with the Department of Energy, Mines and Resources on policy matters related to the delivery of Canadian Home Insulation Program (CHIP), Home Insulation Program (HIP), Canadian Oil Substitution Program (COSP) and other government programs to reduce the national energy consumption. *Topics:* Home Insulation Program (HIP), for homes in Prince Edward Island and Nova Scotia; Canadian Home Insulation Program (CHIP), for homes in other provinces and territories; Canadian Oil Substitution Program (COSP); National Energy Program. *Retrievability:* Files arranged by province.

National Office Support Centre

The Centre provides professional and technical support for CMHC program operations and field offices through consultation and advisory services, information transfer, project monitoring and evaluation, and training. It advises on appraisal, housing design, building technology, technical drafting services and maintains liaison on these matters both within CMHC and with outside bodies. It also provides assistance in recruitment, training, and deployment of appraisal, architecture, planning landscape architecture and construction technology personnel. Assistance is also given for development, implementation and advice on technical standards and metric policies.

Manuals

- *CMHC Guidelines and Procedures Manual* (30 Volumes)
- *Corporation Appraisal Guide*

Classes of Records

CMHC-230
Housing Design

Description: Correspondence, relevant standards and guidelines, resource information, research contracts, graphics and presentations related to planning, drafting and design services for housing to field offices, CMHC divisions, outside agencies and departments. *Topics:* Building assistance, including programs for the use of solar heating; plans service; multiple unit project monitoring and design; window and door installation guide; modest house designs; site planning; monitoring of federal-provincial housing plans; audio-visuals on landscape; rural and native housing siting and grading; flood plan; project assistance, including post-occupancy evaluation; design for emergency accommodation; care facilities for the elderly; training and development, including design service training course; Industry Trade and Commerce; underwriting presentations and the following projects: St. Lawrence, Toronto; Masonic Park, St. John's, Newfoundland; Ravin Bleu, Boulevard Riel, Hull; Complexe Guy Favreau, Montreal. *Retrievability:* Files arranged by project.

CMHC-240
Housing Technology

Description: Correspondence, information and draft reports on technical and engineering services necessary to meet the current needs of program delivery and objectives. *Topics:* Technical builders' bulletins; CMHC-prescribed standards of construction; Residential Rehabilitation Assistance Program monitoring; Real Estate Master Construction and maintenance specifications.

CMHC-250
Appraisals

Description: Correspondence and information on appraisal support services for CMHC program operations. This includes consultation, liaison and advice on appraisal matters in CMHC, with other government departments and outside bodies; information transfer; project monitoring and evaluation, and training; and assistance in the administration of the appraiser's career progression program. *Topics:* Monitoring and evaluation of projects – maximum unit prices, land values and land services costs, Urea Formaldehyde Foam Insulation (UFFI) houses; monitoring basic rates; mobile homes; rehabilitation procedures and costs; low end of market rents; appraisal training and workshops. *Retrievability:* Files arranged by project.

Insurance Operations Sector

Underwriting Directorate

The Directorate promotes the effective operations of the mortgage insurance market and the housing market by providing leadership in mortgage insurance on a full recovery basis while pursuing additional public policy objectives.

It predicts claims risks; provides claims forecasts; monitors and fosters development of the mortgage insurance market and industry; recommends changes in legislation; monitors underwriting policies and procedures; develops new policies and procedures; documents and communicates with the field and clients; provides training in mortgage loan underwriting; evaluates special projects.

It also recommends approval of new lenders; establishes effective two-way communication with lenders, builders and realtors; promotes the use of NHA insurance; and monitors the financial and managerial capability of developers.

Manuals

- *Approved Lender's Handbook*
- *Direct Lending*, Vol. 2 of the *CMHC Guidelines and Procedures Manual* — guidelines and procedures for Residual Direct CMHC lending up to and including the placing of the loan on repayment
- *Insured Lending*, Vol. 3 of the *CMHC Guidelines and Procedures Manual* — guidelines on underwriting of *National Housing Act* loans
- *Common Program Guidelines and Procedures*, Vol. 10 of the *CMHC Guidelines and Procedures Manual* — describes the reporting of statistical data for *National Housing Act* loans and the septic tank lending policy
- *Canada Rental Supply Plan*, General Memorandum — describes policies and procedures for the program's administration

Classes of Records

CMHC-260
Underwriting

Description: Correspondence and documents on the analysis, monitoring and evaluation of loans, mortgages and guarantees. *Topics:* Simplification of mortgage forms; claims risks; claims forecasts; underwriting policies and procedures; loan regulations; mortgage loan underwriting training; new developments in the mortgage insurance market; special projects; Loan Acquisition Review Committee. *Storage Medium:* Mortgage Insurance Fund (MIF) claims control by EDP system.

CMHC-270
Insured Lending

Description: Information and correspondence on the insuring of eligible mortgage loans by private lenders and eligible debenture securities issued by provinces, municipalities and public housing agencies. *Topics:* Insured loans; approval of new lenders; correspondence with approved lenders; agreements; Assisted Home Ownership Plan (AHOP); Assisted Rental Program (ARP); Graduated Payment Mortgages (GPM); condominiums; Canada Rental Supply Plan; interest rates; holdbacks and liens; maximum loans; insurance fees; paid-up loans; title defects and survey; maximum selling price; monitoring; construction defects; Urea Formaldehyde Foam Insulation (UFFI); amortization and downpayment; interest and underwriting fees; chattel mortgages; renegotiable interest rate mortgages; variable interest rate mortgages; collateral; second mortgages; rental loans; debenture financing; non-residential facilities; on-reserve loans; five-year term mortgages. *Storage Medium:* Approved lender loans on microfiche. *Retrievability:* Files arranged by approved lender. on microfiche.

Mortgage and Property Administration Division

The Division develops policies and procedures and administers Corporation-owned mortgages, real estate properties and housing subsidy programs. It monitors and evaluates activity, reviews reports and counsels field office personnel on all their loan and property administration responsibilities. It is also responsible for real estate portfolio control and documentation as well as property financial control.

Manuals

- *Mortgage Administration*, Vol. 9 of the *CMHC Guidelines and Procedures Manual* — describes internal guidelines on the administration of mortgages
- *Property Administration*, Vol. 11 of the *CMHC Guidelines and Procedures Manual* — describes internal guidelines on the administration of properties
- *Portfolio Management Training Manual for Mortgage and Property Administration*

Classes of Records

CMHC-280
Mortgage Administration

Description: Policy and correspondence on administration, monitoring and evaluation of loan activity under the *National Housing Act*; administration of some approved lender loans and advice to field offices on loan repayment and administration. *Topics:* Mortgage documentation; taxes; loan advances; insurance; statement of accounts; loan amortization and repayment; assistance reviews; rental reviews; mortgage renewals; mortgage sales; non-amortization of accounts; re-amortization of accounts; protection of mortgages that are not a first charge; discharges; partial discharges; easements. *Retrievability:* Files arranged by loan case file.

CMHC-290
Property Administration

Description: Policy, correspondence and documents on the repair and rehabilitation, leasing, management, maintenance and sale of land and buildings owned by the Mortgage Insurance Fund and the Corporation. *Topics:* Rent increases; rental arrears; property insurance; capital improvements; maintenance; contracts; title documents; tender calls; employee house purchase plan and sale; property revenue and expenditures; inventory of Corporation-owned properties; federal surplus land and buildings; management of inherited wartime and military housing; management of housing owned by other federal government institutions; federal-provincial land sales; sale of subsidized public housing; tenants' associations. *Retrievability:* Files arranged by municipality and project; employee house and loan case files by name of individual.

Insurance Claims Control Division

The Division is responsible for the prevention and the settlement of claims against the Mortgage Insurance Fund (MIF). It recommends changes in legislation, develops policies, directives, guidelines and procedures, monitors Approved Lenders' arrears, and makes interventions with the lenders to ensure proper arrears control and to salvage projects in financial difficulty in order to minimize the number of claims. It is also responsible for the prompt and efficient settlement of claims against the Mortgage Insurance Fund and the Home Improvement Loan Insurance Fund.

Manuals

- *Mortgage Administration*, Vol. 9 of the *CMHC Guidelines and Procedures Manual* — describes internal guidelines on the administration of mortgages
- *Approved Lenders' Handbook*

Classes of Records

CMHC-300
Prevention of Claims

Description: Correspondence and information on the control of Approved Lenders' and CMHC direct-insured loans in arrears; also CMHC interventions to salvage projects in financial difficulties and statistical data concerning arrears, trends, etc. *Topics:* Policy and procedures; approved lenders' arrears reports form (partly on EDP); correspondence with approved lenders; monthly statistical arrears reports; transcript of accounts (on microfilm) for all centralized CMHC direct-insured loans. *Retrievability:* Arrears reports arranged chronologically by lender.

CMHC-310
Insurance Claims

Description: Information on insurance claims and documentation of individual claims against the Mortgage Insurance Fund. *Topics:* Policy and procedures; correspondence; individual insurance claim files – claim form, title documents and other supporting documents such as transcript of mortgage account, copies of invoices, etc.

CMHC-320
Home Improvement Loan Insurance Fund

Description: Annual reports of outstanding Home Improvement Loans, information on the settlement of claims against the Home Improvement Loan Insurance Fund, the collection of bad debts and the control of the fund's contingent liability for each lender. *Topics:* Policy; correspondence; individual Home Improvement Loan Insurance claims; bad debt collection reports; ledger cards (bad debts); contingent liability register. *Retrievability:* Files arranged by lender and borrower.

Real Estate Marketing Division

The Division disposes of Mortgage Insurance Fund (MIF) and Corporation Owned Real Estate (CORE) assets by inviting individuals and companies (proponents) whose background and financial worthiness has been verified to make proposals for the purchase of real estate assets, through Requests for Proposals (RFP). In conjunction with local corporate personnel, negotiations and final sales agreements are made with lead proponents. The Division also monitors real estate marketing activities across the country for all categories of assets, and prepares and issues procedures and policies on marketing.

Manuals

- "Single Properties Management and Disposal," Module 2 of *Property Administration, CMHC Guidelines and Procedures Manual*
- *Real Estate Program*, General Memorandum B-1646 — spells out program objectives, guidelines and authorities

Classes of Records

CMHC-330
Sale of Repossessed Multiple Unit Housing Projects

Description: Information on selected multiple projects, repossessed by Mortgage Insurance Fund (MIF) or the Corporation and offered for sale to the private sector through the Request for Proposal (RFP) technique; proposals by invitation from a list of acceptable buyers with demonstrated financial and management capability and satisfactory credit standings; and negotiations to sell projects. *Topics:* Project data files – photographs of buildings, physical neighbourhood characteristics of the project, rental income, project expenses; negotiation files – original proposals, offers to purchase and resulting counter-offers, final agreements for sale, evaluation of new proceeds; proponent files – statements of personal net worth, financial statements on company operations, bank references, credit reports. *Retrievability:* Files arranged by project, Request for Proposal (RFP) and buyer.

CMHC-340
Sale of Repossessed Single and Condominium Housing Units

Description: Information on the sale of single-family dwellings (detached, semi-detached, row housing units, duplexes, triplexes) and condominium units repossessed through claims on the Mortgage Insurance Fund (MIF) or through foreclosure on a direct Corporation loan. *Topics:* Priority for disposal (to the individual tenant-occupants, to homeowners, to investors for eventual resale); method of sale – Corporation staff, Multiple Listing Service (MLS), brokers, marketing contractors; sales documentation; performance standards in marketing of properties; sales incentives available in certain soft market areas; property appraisal and market evaluations; condominiums; properties inventory.

Canada Mortgage Renewal Plan Centre

The Centre assists eligible borrowers to cope with increased costs resulting from higher interest rates affecting mortgage payments at time of renewal by receiving and processing applications for either the interest deferral guarantee or grants. It also administers the Canadian Homeownership Stimulation Plan.

Manuals

- *Canada Mortgage Renewal Plan*, General Memorandum — describes the terms and conditions of the Plan, CMHC's role in both direct CMHC loan, insured and uninsured mortgage loans
- *Canadian Homeownership Stimulation Plan*, General Memorandum — describes the terms and conditions of the Plan and CMHC's role in it

Classes of Records

CMHC-350
Interest Deferral

Description: Information on the application for and approval of assistance for mortgage renewal by interest deferral. *Topics:* Policy; correspondence; applications; approvals; deferral arrangements; statements of account; termination of assistance; arrears reporting; retroactivity; applicant files – certification by lender, application forms. *Retrievability:* Files arranged by individual, certification number and Canada Mortgage Renewal Plan (CMRP) number.

CMHC-360
Grant Assistance

Description: Information on grant assistance under the Canadian Homeownership Stimulation Plan and the Canada Mortgage Renewal Plan. *Topics:* Policy; correspondance; applications; grant assistance; termination of assistance; statement of accounts; retroactivity; program statistical and analytical reports; applicant files – lender, record of disbursement. *Retrievability:* Grant case files arranged by individual.

Policy Development and Research Sector

Research Division

The Division is the principal source of social, economic and technical research, both applied and studied, for CMHC in housing and related subjects. It is responsible for the development and administration of CMHC's research plan and the distribution of the resulting information. It also administers the Graduate Scholarship Program, the External Research Program, the Housing Technology Incentives program and the Canadian Housing Information Centre, a national housing library.

Manuals

- *CMHC Research Administration Process*, General Memorandum B-1652
- *Graduate Scholarships Program Guidelines*
- *External Research Program Guidelines*
- *Housing Technology Incentives Program Instruction Manual*

EDP Systems

- User's Manual — automated system for monitoring status of research projects
- User's Manual — automated listing primarily of research consultants who have worked for CMHC or have approached CMHC for work in the past five years

Classes of Records

CMHC-370
Research and Development Projects

Description: Information on research and investigation into housing conditions and accommodations in Canada, the CMHC research plan and distribution of resulting information. *Topics:* Research studies – market analyses, surveys and statistical reports; technical research – energy and housing, building and community engineering, architecture and planning, and technical guideline development; development – large and small-scale demonstration projects; research and development support for small projects; research design. *Retrievability:* Information and publications dealing with ongoing research projects is stored on paper and EDP. Reports arranged by author, title and subject from the Canadian Housing Information Centre (Library).

CMHC-380
External Research

Description: Information and correspondence on the provision of grants in support of advanced research in the social, economic, legislative, environmental, physical or administrative aspects of housing; available to independent researchers as well as those in Canadian universities, institutions, private consulting firms, the professions, and the housing industry. *Topics:* Applications; advertising; awards committee; yearly program planning. *Retrievability:* Files arranged by applicant.

CMHC-390
Housing Advisory Documents

Description: Information on research and development of community and building standards and guidelines; also documentation and dissemination of technical information on these standards and guidelines. *Topics:* Site planning; noise; grading and landscaping; residential buildings; insulation; internal space in dwellings; condensation, ventilation, vapour barriers and air quality; windows, doors, walls and floors; moveable insulating devices; mobile homes; nursing homes; septic tanks; radon gas; wood foundations; fire ratings; wood framing techniques; shell housing; log houses; density of housing; leisure facilities; parking; facilities for disabled and elderly, housing access.

CMHC-400
Community Infrastructure Research

Description: Studies and contracts on technical problems, design waste and water treatment, heating and cooling utilities, and related correspondence. *Topics:* Sanitary sewage; stormwater; water purification; Canadian Water Energy Loop (CANWEL); district and central heating and cooling.

CMHC-410
Housing Technology Incentives

Description: Information on contributions to developers, builders and manufacturers of building products or other interested persons, to pay for the special costs of developing and applying innovative ideas on-site for the first time. *Topics:* Program inquiries; objectives and priorities; lists of associations and memberships; consultations; project applications; drawings; contracts; project payments; evaluation reports; selection committee. *Retrievability:* Files arranged by year and individual application. Applications for access are subject to third-party intervention.

CMHC-420
Mortgage Capital Markets

Description: Information on the interaction between the general economic and mortgage markets, competing demands for capital market funds, behaviour and intentions of financial institutions, new mortgage instruments and relevant legislative changes. *Topics:* Interest rates; secondary mortgage markets; mortgage insurance industry; banks, trust companies, mortgage companies, life insurance companies, pension funds and other savings institutions; availability of mortgage funds; federal budgets and taxes; Alaska Highway Pipeline; mortgage instruments in other countries; United Nations documentation; determinants of default risks; interest rate change insurance protection.

CMHC-430
Housing Requirements and Housing Needs

Description: Information on Canadian housing production, age and quality of the stock, demographics and socio-economic changes, housing requirement projections, housing and infrastructure mapping, and policy development. *Topics:* Long-term housing requirement projections for Canada, the provinces and specific housing markets; short-term housing demand; homeownership and rental markets; international and interprovincial migration; interest rates; shelter costs and income ratios; inner-city housing; infill housing; renovation and rehabilitation market; housing stock distribution and physical condition; heritage conservation; demolitions; conversions and abandonments; homeowner and landlord renovations; social housing and rehabilitation programs; shelter allowances; maximum unit prices; urban land supply and costs; availability of mortgage funds; alternative mortgage instruments; mortgage renewals; impact of tax treatment, including Registered Retirement Savings Plan, Registered Homeownership Savings Plan, mortgage interest and property tax deductibility, capital cost allowances and rental housing production; mortgage default and foreclosure analysis; housing policy and employment targets. *Storage Medium:* Maps.

CMHC-440
Real Estate Development Industry

Description: Information on composition, past and current activities and future orientation of the building industry in Canada, and government policies on the housing sector. *Topics:* Canadian housing characteristics, economic impact of construction; Canadian developers in foreign countries; foreign ownership of Canadian real estate; surveys of Canadian builders and developers; profile of the Canadian development industry; building industry interaction with government; legislative amendments; market adjustments in housing industry; shelter allowances; closure of firms; residential rehabilitation industry; determinants of rehabilitation; homeownership and rental market; mobile and other manufactured homes; energy conservation; housing and taxation; residential building materials; House Price Index; residential labour and labour generation.

Planning Division

The Division develops the annual update of the CMHC ten-year strategic plan; provides advice on the future direction of housing policy and of CMHC in support of the strategic plan; develops federal-provincial relations policy and strategy; drafts policy proposals for the CMHC's Board of Directors, the Minister and Cabinet. It also administers the Community Services Contribution Program (CSCP).

Program Evaluation Division

The Division develops and uses analytical methods, standards and techniques in the measurement of *National Housing Act* program accomplishments to ensure that the programs are having their intended effects and that public funds are used effectively. It also recommends changes to increase the Corporation's effectiveness.

Statistical Services Division

The Division acquires, analyzes and makes accessible the data required to support program research and policy development. It manages all surveys conducted by or for the Corporation; disseminates *National Housing Act* program data through regular and *adhoc* publications; acquires data for research applications from third parties; and produces a wide range of analytical services in fields such as operations research and financial mathematics.

Manuals

- *Statistical Services*, Vol. 20 of the *CMHC Guidelines and Procedures Manual* — describes the housing starts and completions and completed and unoccupied dwellings surveys
- *Data Policy Manual*

Classes of Records

CMHC-450
Housing Survey Data

Description: Data acquired through regular Corporation surveys or from Statistics Canada reports; includes correspondence, programs, descriptions, approvals, contracts and analyses. *Topics:* Multiple-unit rental buildings; conventional lending; housing starts and completions; market absorption; apartment vacancies, rents; census and *adhoc* survey information. *Storage Medium:* EDP systems. *Retrievability:* Files arranged by geographic location.

CMHC-460
***National Housing Act* Data**

Description: Summary information on *National Housing Act* program activities; includes the number of loans on dwelling units, dollars and hostel beds, and their dollar value geographically delineated to provincial level. *Topics:* Sewage treatment; land assembly; Rural and Native Housing Program; Community Resource Organization Program; Start-up Funds; Municipal Incentive Grants and public housing; homeownership and rental housing; home improvement lending. *Retrievability:* Files arranged by office, province, city and municipality.

Project Implementation Division

The Division undertakes field application and testing of research themes and concepts that improve housing and community environments, in collaboration with industry and other levels of government. It also continues to manage the Corporation's interest in land development projects initiated under the Demonstration Program.

Class of Records

CMHC-470
Demonstration Projects

Description: Information on specific projects undertaken to test the feasibility and cost of particular new housing designs and concepts, demonstrate the viability of alternative approaches to the provision of shelter and associated services and improve housing and community environments. *Topics:* Submissions and briefs; financial arrangements for projects; feasibility studies; planning and design; special studies; agreements; selection of consultants; contracts; meetings and committees for the following projects: LeBreton Flats, Ottawa; Market Square, St. John; Maryfield, Charlottetown; Revelstoke, B.C.; St. Pierre Street, Montreal; Vieux Port, Montreal; Vieux Port, Quebec; Woodroffe Avenue, Ottawa. *Storage Medium:* Photographs.

Finance and Management Information Systems Sector

Controller's Directorate

The Directorate, composed of two units — Financial Services and the Investment Portfolio Accounting Division — is responsible for the maintenance, accuracy and custody of CMHC's accounting records and the preparation of financial statements and reports. It handles the collection, deposit and disbursement of funds payable to CMHC, establishes and maintains fiscal controls, and supervises the Corporation's investments, including the accounting and custodial activities for all *National Housing Act* loans, mortgages and federal-provincial investments. It also provides program cost information for profitability analyses, obtains recoveries of funds disbursed on behalf of the government and maintains the financial agreements with the Department of Finance involving the terms and conditions of CMHC borrowings.

Manuals

- *Financial Services*, Vol. 16 of the *CMHC Guidelines and Procedures Manual* — describes accounts, accounting and financial controls
- *Investment Portfolio Accounting*, Vol. 17 of the *CMHC Guidelines and Procedures Manual* — describes operations of the Investment Portfolio Accounting Division and the accounting systems used for loans, mortgages and federal-provincial investments

Treasurer's Directorate

The Directorate is composed of four units: Operating Budget and Financial Analysis, Capital Budget and Main Estimates, Financial Policy Analysis, and Pension Fund. It carries out budget and operational plan development and analysis, and prepares and controls the Corporate administrative expenses budget, including the staff-year allocation, and *National Housing Act* lending and budgetary expenditures. The Directorate also analyzes and forecasts the financial implications for new initiatives, reports on financial performance issues arising from Corporate programs and projects, analyzes and develops financial management policies, recommends changes to increase the Corporation's effectiveness and financial viability, and administers the assets of the CMHC Pension Fund.

Manuals

- *Finance Sector CMHC Guidelines and Procedures Manual*, Volumes 15-18
- Instrument of Delegation of Financial Signing Authorities
- *Pension Fund Handbook* — describes the policies on investments of the Pension Fund and the rules on benefits
- *Pension Fund Operations Manual* — day-to-day operating procedures for the Pension Fund staff

Management Information Systems Sector

The Sector is composed of two Divisions, one of which operates the Computer Centre, while the other is responsible for developing and providing information systems, computer programming and management systems support to all offices and divisions of CMHC. The Sector also makes recommendations to the Board of Directors and CMHC executive officers on management and operations to improve effectiveness and efficiency.

Systems Development Division

The Division plans, designs, develops, tests, integrates, implements, documents, modifies and maintains computer business computer systems to support the operational functions and the management information needs of the Corporation. It also co-ordinates the production of the guidelines and the procedures of the Corporation.

Manuals

- *Systems Developement Division*, Vol. 27 of the *CMHC Guidelines and Procedures Manual* — describes the development of corporate business systems
- *Systems Development Methodology* — describes step-by-step instructions to develop any new EDP system in the Corporation
- *EDP Standards* — detailed standards for the use of the data processing staff when developing new EDP systems
- *Mortgage Portfolio Management System (MPMS) — Electronic Data Processing Systems Design Guide*
- *High-Level Design Methodology*
- *Detailed Design Methodology*
- Functional Specification Manuals

EDP Systems

- Input to General Ledger
- Modified Time Reporting System
- Mortgage Insurance Policy System
- Mortgage Insurance Fund — Accounting
- Management Systems Accounting — Release 21
- Budget and Monitoring System
- Mortgage Portfolio Management System (MPMS)
- Rural and Native Housing Rewrite
- Human Resources System — Enhancements
- Housing Technology Innovation Program
- Canadian Home Insulation Program (CHIP) — Enhancement
- Canadian Oil Substitution Program
- Canada Mortgage Renewal Plan

Classes of Records

CMHC-480
Existing Computer Systems (ECS)

Description: Information on the Corporation's operational computer systems and update capability. *Topics:* Energy conservation; finance; administration; market analysis; housing program operations; technical services; mortgage administration; real estate management; personnel information systems. *Retrievability:* Files arranged by system.

CMHC-490
Business Systems Documentation

Description: Information on the development and maintenance of all formal Corporation manuals and forms. *Topics:* Forms; *CMHC Guidelines and Procedures Manual*; *Approved Lenders Handbook*; General Memoranda (to Corporate staff); Builder's Bulletins; memoranda; *Advice to Approved Lenders*. *Storage Medium:* Microfiche.

Computer Services Division

The Division operates the Computer Centre and is responsible for client services, document processing, operations and software support, Remote Job Entry facilities, data communications, technical planning and support, systems architecture, data administration and production support and acceptance of the Corporation's computerized systems.

Manuals

- *Computer Services Division*, Vol. 19 of the *CMHC Guidelines and Procedures Manual* — describes document processing input-output control and project management system
- *Computer Operations Operating Procedures*
- *Data Entry Operating Procedures*
- *Computer Centre User Guide* — contains procedures to access and use CMHC in-house computer
- *Computer Centre Newsletter* — provides updates to *Computer Centre User Guide*
- *Systems Administration Procedures Manual*
- *Printer System Technical Documentation* — contains technical information on the routing and printing of information stored on CMHC's computer
- *Remote Terminal User Manual* — provides instructions on access and use of computer facilities contracted by CMHC from private data processing suppliers

Organization Development Sector

Human Resources Centre

The Centre is the CMHC human resource management unit. It is responsible for developing organizational policies and model organization structures, assessing proposals for organizational changes and assisting responsibility centres in optimizing their organizational structures. It is also responsible for all aspects of personnel services such as staffing, training, Official Languages, etc.

Manual

- *Human Resources Management*, Vol. 12 of the *CMHC Guidelines and Procedures Manual* — provides the policy and procedural framework within which human resource management in CMHC is carried out

Administration Division

The Division provides the overall administration support services for the National Office and Field Offices.

Canadian Secretariat, United Nations Organization, Economic Commission for Europe (ECE) Committee on Housing, Building and Planning

This unit is responsible, within CMHC, for the management and co-ordination of the Annual Session and the Study Tour of the Economic Commission for Europe Committee on Housing, Building and Planning, made up of delegates from 34 countries, which usually meets annually in Geneva. Canada has accepted a 1980 invitation to host the Committee's Annual Session in September 1983 in Ottawa and a Research Colloquium of the ECE Group of Experts on Urban and Regional Research.

Class of Records

CMHC-500
Economic Commission for Europe Committee on Housing, Building and Planning

Description: Information on the CMHC role in the Committee's Session and Study Tour in 1983 and their organization. *Topics:* ECE Committee on Housing, Building and Planning, Forty-Fourth Session in 1983; ECE Group of Experts on Urban and Regional Research 1983; Study Tour.

Public Affairs Directorate

Corporate Relations Office

The Office co-ordinates communication between executives and senior field officers of the Corporation and the Minister, the Government and Members of Parliament. It also provides administrative support for the Minister, President and Vice Presidents by providing briefing material for ministerial, government and parliamentary committee meetings, and preparing responses to oral and written questions in Parliament.

Classes of Records

CMHC-510
Housing Authorities

Description: Information on the formation of Housing Authorities and appointment of members to Housing Authority Boards responsible for administering federal-provincial low-rental housing projects; related correspondence. *Topics:* Federal representatives to nominating committees; formation of Housing Authority boards; federal representatives on boards; board membership. *Retrievability:* Files arranged by municipality.

CMHC-520
International Housing

Description: Information on international agreements and correspondence on bilateral and multilateral housing issues; also United Nations, Organization for Economic Co-operation and Development (OECD), and interdepartmental committees dealing with housing. *Topics:* United Nations and regional economic commissions; major UN conferences; other international organizations; international non-governmental organizations; special international projects; international involvement of provinces and territories; country files, including contracts with or events in foreign countries; interdepartmental committees on international matters. *Retrievability:* Files arranged by international organization and country.

Information and Communication Centre

The Information and Communication Centre (ICOM) plans and implements information activities that will increase public understanding and acceptance of *National Housing Act* programs and the role of the Corporation in Canada's residential and urban development. Its activities include a public inquiry service; preparation and distribution of press releases and newspaper features on CMHC programs and policies; and a public awareness program. The Centre also seeks to keep special publics informed of the results of Corporation-sponsored research, including technical developments and innovations.

Women's Bureau

The Bureau advocates equal opportunity for women in the activities of the Corporation, both in its policies and practices as an employer, and in *National Housing Act* policies and programs. The Bureau has elected delegates and representatives at the National Office and at all branch offices across Canada.

Manual

- *Women's Bureau Rules of Procedures and Reference Guide* — a guide for representatives and delegates

Class of Records

CMHC-530
Women and *National Housing Act* Programs

Description: Information on issues and concerns related to women as consumers of housing and clients of the Corporation; also efforts to ensure that the Act is non-discriminatory and meets women's housing needs. *Topics:* Mortgage market; presentations to women on housing; single-parent families; needs of the elderly; research programs; *National Housing Act* impact on women; social housing.

General Counsel Sector

The Sector provides counsel and guidance to CMHC on all legal matters. It prepares CMHC's legislative program to effect new policy proposals; reviews proposed legislation, enactments and decisions of interest to CMHC originated elsewhere; and conducts or supervises the conduct of litigation and legal proceedings to which CMHC is a party. The Sector also provides final legal review of and makes recommendations to CMHC administrators on all legal documents, CMHC programs, and federal-provincial and other intergovernmental agreements. The Sector is also responsible for the co-ordination and administration of the *Access to Information Act* within the Corporation.

Manuals

- *Legal Services*, Vol. 28 of the *CMHC Guidelines and Procedures Manual* — describes functional responsibilities of legal staff of the Corporation
- "Access to Information", in Vol. 28 of the *CMHC Guidelines and Procedures Manual* — describes reporting requirements and operating procedures for handling requests for access to CMHC-held records and provides information relating to the application of exemptions to records or parts of records and complaints about the Act's application

Classes of Records

CMHC-540
Legal Documentation

Description: Information on the *National Housing Act* (NHA) and the *National Housing Loan Regulations* (NHLR); *Canada Mortgage and Housing (CMHC) Act* ; Orders in Council; program and project opinions; other legislation; federal and provincial laws; and various advice on the *National Housing Act and Regulations*, *CMHC Act* and related matters; judgments, doctrine and caselaw in general; discussion papers and miscellaneous materials and advice. *Retrievability:* Files arranged by date and section of the *National Housing Act* or by date and section of *National Housing Loan Regulations*.

CMHC-550
Agreements

Description: Information on the preparation, negotiation and signing of federal-provincial, interdepartmental and other intergovernmental contractual arrangements. *Topics: National Housing Act*, Section 40 (Federal-provincial Public Housing Agreements) Rural and Native Housing Agreements; miscellaneous agreements under various sections of *National Housing Act*; interdepartmental agreements.

CMHC-560
Litigation and Case Files

Description: Information on legal counsel concerning CMHC litigation files; Urea Formaldehyde Foam Insulation (UFFI) claims; Mortgage Insurance Fund (MIF) and personal cases (Human Resources Management).

Field Operations Sector

Regional Offices

The Corporation has five Regional Offices - Atlantic, located in Saint-John, N.B.; Quebec, located in Montreal; Ontario, located in Toronto; Prairie, located in Saskatoon; and British Columbia, located in Vancouver.

The Regional Office is accountable for the effective and efficient direction of all the Corporation's operations in the region in conformity with established corporate objectives, policies and standards and within financial and other authorities. The Office interprets corporate policies, directives and guidelines in the region's context; supplies specialized professional, technical and certain administrative support, and provides legal services to branch offices in the delivery of CMHC programs and the management of the Corporation's mortgage and real estate portfolio; initiates policies and programs, and participates in the formulation of corporate policies, program plans and significant decisions affecting operations within the region, including capital budget planning and allocation. In addition, the Regional Office and the Provincial Capital Branch Office together manage federal-provincial relations in the field of housing and community development.

Manuals

- General Memoranda and Regional Directives
- *Appraisal Guide*

Classes of Records

CMHC-570

Administration

Description: Information and correspondence on administrative and managerial services in the regions. *Topics:* Appreciation and complaints; associations, clubs, societies; office territory boundaries; research project applications; Regional Directives; committees; task force; portfolio management training committees, intergovernmental conferences, meetings, symposia; co-operation and liaison, security investigations, federal interdepartmental co-ordinating committees; home builders' associations; legal services; intergovernmental relations.

CMHC-580

Regional EDP Systems

Description: Information and correspondence on the development or consideration of automated or Electronic Data Processing (EDP) systems and programs – feasibility studies, monitoring of application, tests, etc. *Topics:* Data – operations; Field Reporting Systems; Regional Office, Mortgage Portfolio Management System; functional specification phase; systems design phase, programming phase; systems testing phase; implementation phase; detailed development support; data cleanup; systems acceptance; training; communication; organization impact analysis; site preparation; source data preparation; file establishment; concurrent processing; consolidation; system close-out; decentralization; implementation support; assessment phase; Mortgage Servicing System – names and addresses; Real Estate System.

CMHC-590

Land and New Communities

Description: Information and correspondence on assistance and cost-sharing for provinces and municipalities to assemble and develop land for residential and associated purposes. *Topics:* Land Assembly Loan Insurance Program – Section 6; Land Assembly – policy and legislation; Land Mapping; Land and Infrastructure Program; flood control; Land Assembly negotiations – provincial and municipal.

CMHC-600

Professional Standards and Technology

Description: Information and correspondence on the development and applications of standards, guidelines and technology for community development and housing design. *Topics:* Suitability of land for mortgage lending; social development, including Special Care Groups and Children's Environments; building standards; community standards; subdivision approvals, standards; *Acceptable Building Materials Handbook*, *Manual of Building Material Evaluation Reports*, building systems, Canadian Government Specification Board, Canadian Standards Association; building research, including materials and methods, energy and housing, renewable energy; conservation of energy in housing; community infrastructure research, including waste and water, heat utilities; planning and design.

CMHC-610

Community Services

Description: Information and correspondence on CMHC loans and grants to provinces, municipalities and municipal sewerage and water supply corporations for sewage treatment projects, trunk storm sewers system and water supply projects and community projects. *Topics:* Community Services Contribution Program – agreements; Municipal Incentive Grants – provincial or territorial; Municipal Infrastructure Program – federal, provincial, territorial, municipal agreements.

CMHC-620

Residential Improvement Programs

Description: Information on residential improvement programs in the regions. *Topics:* Neighbourhood Improvement Program (NIP) – correspondence, policy, and administration, by location liaison and site clearance; Residential Rehabilitation Assistance Program (RRAP) – inquiries and correspondence, by location, policy, agreements, designated areas, inter-program impact, program development, monitoring and evaluation inspection reports, liaison, urban rental housing; Canada Home Renovation Plan (CHRP) – guidelines, eligibility, agents, program interface, inspections, reports and monitoring activities. *Retrievability:* Files arranged by location.

CMHC-630

Rural and Native Housing

Description: Information on the provision of better housing for families and individuals in rural Canada. *Topics:* Correspondence and inquiries; committees; client training and counselling; housing associations or corporations; project negotiations; housing delivery involving provincial agencies and client groups; Sustaining and Emergency Repairs Grants; Residential Rehabilitation Assistance Program (RRAP); project funds, by province; Assisted Home Ownership Program (AHOP); Task Force; sweat equity. *Retrievability:* Files arranged by location.

CMHC-640

Social Housing

Description: Information on and assistance to low-income individuals through the improvement or construction of non-profit or subsidized housing accommodation for rent or purchase. *Topics:* Federal-provincial housing administration; formation and appointments of housing authorities; social and recreation facilities; tenants' associations; negotiations; rent subsidies; claims and agreements; Non-profit Housing Program – public, municipal, provincial, private; continuing non-profit co-operatives; Non-profit Operating Agreements; Provincial Global Funding Agreements; Non-profit Loans – Native Housing; Non-profit Loans – Non-profit Residential Rehabilitation Assistance Program; Non-profit Housing Program – Start-up Grants; Community Resource Organization Program; Urban Native Housing Program; land lease; intermediate care facilities; senior citizens; housing for the disabled; Indian reserve housing; family housing. *Retrievability:* Files arranged by project and locality.

Branch Offices

All Branches across Canada are categorized by level according to volume of business activity. Level I designates the largest offices and Level IV the smallest.

These Branches are responsibility centres with authority to establish goals and strategies, promote CMHC programs, decide on projects, monitor achievements and administer resources on a cost-effective basis within national and regional objectives, priorities and guidelines. Each has the responsibility for issuing mortgage insurance undertakings, making loan commitments under the Corporation's various programs and conducting housing market analysis. Level I to III Branches also administer part of the Corporation's Mortgage and Real Estate portfolio. In level IV office territories, the property and mortgage administration functions are usually the responsibility of a higher-level office.

Level I

- Montreal, Toronto, Vancouver

Level II

- Calgary, Edmonton, Fredericton, Halifax, Hamilton, Laval, London, Longueuil, Mississauga, Ottawa, Quebec, Regina, St. John's, Winnipeg

Level III

- Hull, Kitchener, Oshawa, Prince George, St. Catherines, Saskatoon, Sherbrooke, Sudbury, Thunder Bay, Victoria, Windsor

Level IV

- Charlottetown, Chicoutimi, Cranbrook, Kamloops, Kelowna, Kingston, Lethbridge, Moncton, North Bay, Red Deer, Rimouski, Saint John, N.B., Sault Ste. Marie, Sydney, Trois-Rivières, Val D'Or, Whitehorse, Yellowknife.

Manuals

- *Corporation Instruction Manual* — old *Guidelines and Procedures Manual* — contains instructions not yet incorporated into the new *CMHC Guidelines and Procedures Manual*
- *Appraisal Guide*
- *Acceptable Building Material Handbook*
- *Manual of Building Material Evaluation Reports*

Representative, Inspection and Administrative Offices

The Offices are integral parts of the parent Branch organization and are responsible for providing information to the public on CMHC programs and services. They also accept *National Housing Act* applications for processing and approval by the parent Branch and may be staffed for limited loan processing, compliance inspection and real estate administration. They assist the parent Branch in identifying housing needs within their area. The inspection and technical advice service is provided to CMHC, as well as to other government agencies and client groups. The Offices thus ensure that an acceptable quality of housing construction is maintained through the application of a high standard of on-site inspections in the area which they service.

Atlantic Region

- Cornerbrook, Nfld., Gander, Nfld., Goose Bay, Nfld., Grand Falls, Nfld., Marystown, Nfld., New Glasgow, N.S., Yarmouth, N.S., Bathurst, N.B., Edmunston, N.B.

Quebec Region

- Côte Nord (Hauterive), Sept-Îles

Ontario Region

- Barrie, Cornwall, Elliot Lake, Kenora, Owen Sound, Pembroke, Peterborough, Sarnia, Timmins

Prairie Region

- Brandon, Man., The Pas, Man., Thompson, Man., Prince Albert, Sask., Grande Prairie, Alta., Medicine Hat, Alta.

British Columbia Region

- Courtenay, Terrace, Trail

Classes of Records

Record titles and classes are the same as those for the parent Branch.

CHIP Office Montreal

The Office administers, in conjunction with the Department of Energy, Mines and Resources, the provision of grants under the Home Insulation Program (HIP) and the Canadian Home Insulation Program (CHIP).

Manuals

- *Manual of Building Material Evaluation Report* — describes new, revised and cancelled products used in *National Housing Act* housing construction
- Computer User Manuals
- *Guidelines and Procedures for the Administration of the Canadian Home Insulation Program*

Classes of Records

CMHC-650
Programs

Description: Information on federal assistance to upgrade the insulation of older homes. *Topics:* Home Insulation Program (Prince Edward Island and Nova Scotia); Canadian Home Insulation Program; National Energy Program; budget and program forecasts; activity reports; inquiries and issues; price monitoring; provincial consultations and programs; fraud; Urea Formaldehyde Foam Insulation (UFFI).

CMHC-660
Individual Accounts

Description: Information on individual applications for grants under the Home Insulation Program (HIP) and the Canadian Home Insulation Program (CHIP). *Topics:* Applications; inspections information; amount of cheques; details on cheque co-signer; cumulative totals of money spent in each province; outstanding cheques; dormant accounts. *Storage Medium:* EDP and microfiche. *Retrievability:* Files arranged by applicant.

CMHC Technical Services

The unit is a field organization responsible for the delivery of a cost-effective, high-quality technical service to CMHC programs; an evaluation mechanism that advises CMHC managers of the services they are getting, their cost and areas that require improvement; and improvement of the service through training, staff planning, and the development and application of performance standards. It also provides an evaluation service on various materials, equipment and systems used in housing construction and undertakes external contracts to provide inspection and related technical services on a fee-for-service basis.

Manuals

- *CMHC Technical Services*, Vol. 26 of the *CMHC Guidelines and Procedures Manual* — describes the type and levels of inspections to be carried out and services available to the various CMHC programs and those of various outside clients, and the material evaluation process
- *Manual of Building Material Evaluation Reports* — describes new, revised and cancelled products used in *National Housing Act* housing construction

Classes of Records

CMHC-670

CMHC Technical Services

Description: Information on internal and external contracts on a fee-for-service basis to provide technical services such as engineering advice and housing inspections; also instructions and advice to CMHC technical staff on individual housing projects. *Topics:* Service to clients on CMHC programs; Canadian Home Insulation Program (CHIP); Multiple Unit Residential Building (MURB) Certificates; Home Warranty Program; Department of Energy Mines and Resources; Indian and Northern Affairs; other government agencies; Canadian General Standards Board; Canadian Standards Association; inspection training; technical bulletins; metric conversion; renewable energy; general engineering data on residential construction. *Retrievability:* Files arranged by project.

CMHC-680

Building Materials, Systems and Equipment

Description: Information on materials, systems and equipment from manufacturers requesting CMHC evaluation and various governments, individuals, architects, engineers and academic institutions concerning the publication and distribution of the *Manual of Building Material Evaluation Reports. Topics:* Requests from client for evaluation by CMHC – brochures, drawings, test reports of different materials to meet particular standards for particular products written by Canadian Standards Association and the Canadian General Standards Board; correspondence – on new products, requesting a review of innovation materials by National Research Council or Forintek; requests and replies on the Manual. *Retrievability:* Files arranged by individual or company.

CMHC-690

Evaluation Reports

Description: Information on a particular product, system or equipment that has been evaluated by CMHC. *Topics:* Requests for evaluation which could include application form; drawings; test reports; evaluation report. *Retrievability:* Files arranged by material, system or equipment evaluated.

Canadian Centre for Occupational Health and Safety

Background

The Canadian Centre for Occupational Health and Safety (CCOHS) is a Crown corporation created by the Parliament of Canada in April, 1978 to promote the right of Canadians to a healthy and safe working environment. It is governed on a tripartite basis by organized labour, employers, and governments — federal, provincial and territorial.

Overall Responsibilities

The Centre supports the proposition that working in Canada need not cause so much pain and tragedy. It has joined forces with other agencies seeking to eliminate the causes of job accidents and diseases, and to reduce the risks at work in general. The Centre contributes to this effort as a gatherer and a supplier of information in occupational health and safety. CCOHS will also undertake studies on laws, standards and regulations bearing on workplace health and safety in Canada if requested; however, its mandate does not take it into lawmaking, inspection or law enforcement.

Information from the Centre is free. Its principal aim is to better inform workers and employers — the people closest to the realities of work and its risks — so they can help themselves. To meet their needs the Centre is creating a clearing-house of information based on the latest automated systems.

Organization

The policies of CCOHS are made by a Council of Governors which consists of 39 representatives of organized labour, employers and governments. The Council has a Chairman, and meets at least three times a year in various parts of Canada. The Council is independent of the government of the day. Its operations, headquartered in Hamilton, Ontario, are headed by a President and Chief Executive Officer and organized into five main Divisions: Technical Services, Information Services, Library and Documentation Services, Communications Services and Management Services. The directors of these divisions report directly to the President and Chief Executive Officer.

Key Contacts

Under a policy developed by the Council of Governors, the Centre has established a series of links with organizations active in occupational health and safety across Canada, which inquirers may contact directly through the Centre's on-line information service:

Department of Justice and Public Services
Government of NWT
Yellowknife, Northwest Territories
X1A 2L9
Telephone: (403) 873-7468

Department of Health
Division of Occupational Health
P.O. Box 488
Halifax, Nova Scotia
B3J 2R8
Telephone: (902) 424-6660

Atlantic Foundation
75 Dodd Street
P.O. Box 867
Sydney, Nova Scotia
B1P 6J1
Telephone: (902) 562-5532 or 562-5533

Alberta Workers' Health Safety and Compensation
Occupational Health and Safety Division
10709 Jasper Avenue
Edmonton, Alberta
T5J 3N3
Telephone: (403) 427-3530 or 427-3567

Institut de recherche en santé et sécurité du travail du Québec
505 ouest, de Maisonneuve
Montreal, P.Q.
H3A 3C2
Telephone: (514) 873-3160

Labour Canada
Occupational Health and Safety Branch
Place du Portage
Phase II
Hull, P.Q.
Telephone (819) 997-0038

Occupational Health and Safety Commission
P.O. Box 6000
Fredericton, New Brunswick
E3B 5H1
Telephone: (506) 453-2467

Publications

For information on CCOHS publications, please contact:

Office of the Writer
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6

General Information

To obtain information about workplace health and safety hazards contact:

Manager of the Inquiries Service
250 Main Street East
Hamilton, Ontario
L8N 1H6
Telephone: (416) 527-6590
Telex: 0618532

Confidentiality

CCOHS keeps the nature of an inquiry and the identity of the inquirer confidential. From time to time, however, references will be made to information requests and replies in Centre publications, but in all cases care will be taken to ensure this confidentiality.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Canadian Centre for Occupational Health and Safety
250 Main Street East
Hamilton, Ontario
L8N 1H6
Telephone: (416) 527-6590

Class of Records

CCOHS-10
Occupational Health and Safety

Description: Information on causes of job accidents and diseases; also work risks in general. *Topics:* Liaison with other agencies; methods and procedures to carry out a job safely; dangerous substances; laws and regulations on health and safety in the workplace; municipal, provincial and federal inspections and monitoring of workplace; testing and chemical analyses.

Canadian Commercial Corporation

Background

A Crown Corporation established in 1946, the Canadian Commercial Corporation (CCC) is wholly owned by the Government of Canada. It reports to Parliament through the Minister of State for International Trade, External Affairs Canada. Its mandate is to assist in the development of trade between Canada and other nations.

The Board of Directors comprises of seven prominent Canadian business executives and three senior public servants. In addition to the Executive and Audit Committees, an Industry Advisory Committee ensures up-to-date awareness of Canadian business needs and international trade developments. The President is the Chief Executive Officer of the Corporation.

Overall Responsibilities

The Corporation's principal activity is to make sales to foreign governments and international agencies on behalf of Canadian suppliers. In all transactions, it assumes the role of prime contractor undertaking to deliver a product, service or project package to the foreign customer with a "back-to-back" obligation from a Canadian supplier. The work to be done is subcontracted to private sector firms other government departments or agencies.

Government-to-government sales of individual commercial and defence-related goods and services are handled exclusively on behalf of CCC by specialist staff of the Export Supply Centre and the Product Centres of the Department of Supply and Services. Capital export sales on a government-to-government basis, involving design and engineering services, equipment and project management to be provided by Canadian firms, are guided by the staff at CCC Headquarters. Each project is considered and approved by the Board of Directors.

Benefits to Customers

The Corporation takes care of inspection, acceptance, shipping, payment to suppliers and collection from customers. The advantages are many:

- reduction in the complexity of export sales for Canadian firms, while assuring foreign customers that suppliers are financially and technically capable of meeting bid specifications and conforming to contract terms;
- access to government-to-government procurement opportunities, and assurance to foreign buyers of equitable prices and terms from Canadian suppliers;
- access to foreign customers for smaller or less well-known Canadian firms, since buyers have the "comfort" of Canadian Government support through CCC; and
- expedition of the payment process.

Since 1946, CCC has served more than 90 foreign governments and international agencies in transactions totalling more than $10 billion. Annual export sales for 1981-82 are over $550 million, about 60% U.S. defence-related. At any one time, CCC has active contracts with more than 500 Canadian firms.

The Corporation's Headquarters maintains a staff of between twenty and thirty people, depending on the volume of capital projects for evaluation at any given time. Approximately ninety people at Export Supply Centre and DSS Product Centres provide sourcing and contracting services to the Corporation. CCC has total assets of approximately $250 million; annual expenses of $14 million, 90% of which is paid to Supply and Services Canada for the services provided. The Corporation's activities complement those of other export-related groups and agencies of the Canadian Government, including: the International Trade Development units of the Department of External Affairs, and its Trade Commissioners abroad (export marketing); the Export Development Corporation (export financing and insurance); and Canadian International Development Agency (loans and grants to developing countries).

Manuals

- *Management Guide*
- *Financial Policy Manual*
- *Employee Benefits Manual*
- *Corporate Style Manual*

Export Supply Centre Contacts

General Information

Information Officer
Canadian Commercial Corporation
112 Kent Street
Place de Ville, Tower B
Ottawa, Ontario
K1A 1E9
Telephone: (613) 996-0034 or 996-0035

Western Office

Business and Project
Canadian Commercial Corporation Development Officer
10179-105th Street
Suite 505
Edmonton, Alberta T5J 3S3
Telephone: (403) 420-4114

Export Supply Centre

Director General
Operations Branch
Export Supply Centre
Ottawa, Ontario
K1A 0S6
Telephone: (819) 997-5714 or 997-5703

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
112 Kent Street
Place de Ville, Tower B
Ottawa, Ontario
K1A 1E9
Telephone: (613) 996-0034 or 996-0035

Class of Records

CCC-10
Canadian Commercial Corporation Files

Description: Information on foreign and domestic procurement, contracts and financing. *Topics:* Defence procurement; non-defence procurement.

Canadian Cultural Property Export Review Board

Background

The Canadian Cultural Property Export Review Board was created by the *Cultural Property Export and Import Act*, proclaimed in September 1977. Its purpose is to preserve in Canada the best examples of Canadian heritage in movable cultural property. This is accomplished through a system of export controls, tax incentives for private individuals who donate or sell cultural objects to public institutions and grants to assist institutions in purchasing cultural objects under certain circumstances.

Overall Responsibilities

The responsibilities of the Review Board are to review applications for export permits, to make determinations on fair cash offers to purchase and to make determinations for the purposes of the *Income Tax Act*. It also provides advice to the Minister on matters affecting the preservation in Canada of the heritage in movable cultural property. In particular, it recommends to the Minister, pursuant to Section 29 of the Act, grants and loans to designated institutions and public authorities in Canada for the purchase of objects in respect of which export permits have been refused under the Act or for the purchase of cultural property situated outside Canada that is related to the national heritage. The grants and loans are made out of monies appropriated annually by Parliament.

Review of Applications for Export Permits

In reviewing an application for an export permit the Board must determine whether the object in question

- is included in the Canadian Cultural Property Export Control List;
- is of outstanding significance by reason of its close association with Canadian history or national life, its aesthetic qualities, or its value in the study of the arts on sciences; and
- whether the object is of such a degree of national importance that its loss would significantly diminish the national heritage.

Applications for Certification of Cultural Property for Income Tax Purposes

Where the Review Board determines that cultural property subject of an application meets the criteria of outstanding significance and national importance and the cultural property qualifies for certification for income tax purposes, the Review Board issues a Cultural Property Income Tax Certificate to the designated institution or public authority making such an application. It should be noted that objects proposed for certification need not be included in the Canadian Cultural Property Export Control List. Thus objects less than 50 years old and made by a living person may qualify. It should also be noted that certified Cultural Property subject of a Cultural Property Income Tax Certificate is exempt from tax on taxable capital gains when disposed of (by gift or sale) to an institution or public authority in Canada designated for the purpose and, in the case of a donation, also qualifies for the 100% deductability provision under the *Income Tax Act*.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Canadian Cultural Property Export Review Board
Moveable Cultural Property Secretariat
Journal Tower South
365 Laurier Avenue West
Room 1524
Ottawa, Ontario
K1A 0C8
Telephone: (613) 993-4525

Class of Records

CCPERB-10
Cultural Property Exports and Imports

Description: Information on the export of cultural objects in the National Treasurer category and the transfer of ownership of such objects to public institutions through the provisions of grants and tax incentives as set out under the *Cultural Property Export and Import Act*. *Topics:* Implementation of the *Cultural Property Export and Import Act*; export permits and control; expert examiners; permit officers; certification; designation; grants and loans; case files on illegal exports and imports; consultants and special advisors.

Canadian Dairy Commission

Background

The Canadian Dairy Commission (CDC) was established by an Act of Parliament in October 1966. The Commission is appointed by the Governor in Council and is accountable to Parliament through the Minister of Agriculture. It consists of a Chairman, a Vice Chairman and one other member. The commissioners are directly responsible to the Minister of Agriculture and their offices are in Ottawa. To assist the Commission with advice on production and marketing matters, there is a consultative committee of nine members, appointed by the Minister, who represent a variety of interests.

Laws and Regulations

- *Canadian Diary Commission Act, 1966-67*
- *Agriculture Stabilization Act* (ASA)

Overall Responsibilities

The Commission plays a major role in developing the industrial milk industry in Canada. As stated in the Act, its objects are:

- to provide efficient producers of milk and cream with the opportunity of obtaining a fair return for their labour and investment; and
- to provide consumers of dairy products with a continuous and adequate supply of dairy products of high quality.

In achieving these objects, the Commission calculates a Target Price for industrial or manufacturing milk and cream based on the Returns Adjustment Formula, administers an Offer-to-Purchase Program for butter and skim milk powder at prices approved by the government, pays a subsidy on qualifying industrial or manufacturing milk and cream shipment directly to dairy farmers in order to make dairy products more affordable for consumers, forecasts and monitors demand and supply of dairy products, markets dairy products both domestically and on export markets, conducts dairy product and market research and recommends dairy policy to the federal government.

The Commission chairs the Canadian Milk Supply Management Committee which administers the Comprehensive Milk Marketing Plan signed by all manufacturing milk producing provinces (except Newfoundland which doesn't produce any). The Committee is composed of representatives of provincial producer marketing boards, provincial government agencies and the Canadian Dairy Commission which represents the Government of Canada. A major responsibility is the supply management of industrial milk and cream in Canada.

Major Publications

The Commission publishes an annual report and issues bulletins on alternations to dairy policy and regulations. There is a list of available research reports, articles, studies etc. on dairy products, markets and policy.

The Commission

The Commission, composed of the three commissioners, establishes policy and administrative guidelines and objectives for the corporation, maintains constant liaison with federal and provincial government departments and agencies, and representatives of producers, processors, etc., prepares policy recommendations for the industry and the government, receives advice from the Consultative Committee to the Commission and chairs the Canadian Milk Supply Management Committee.

Its functional areas are the Commission itself, the Subsidy Operations Division and the Marketing Operations Division. Supporting units include Finance, Economics, Information and Administration.

Access Procedures

Both informal inquiries and formal requests for information about the Commission and its operations under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Canadian Dairy Commission
2197 Riverside Drive
Ottawa, Ontario
K1A 0Z2
Telephone: (613) 998-9490

Manual

- *Administrative Policies Manual*

Classes of Records

CDC-10
Commission Rules of Procedure

Description: Corporate rules of procedure describing how the Commission operates and the specific responsibilities of the three Commissioners.

CDC-20
Liaison with Federal and Provincial Agencies

Description: Communications, agreements etc., between the CDC and federal and provincial departments and agencies, and representatives of the industry and interest groups. *Retrievability:* Files arranged by subject, individual, and province.

CDC-30
Administrative Policies

Description: The administrative policies for the entire corporation.

CDC-40
Consultative Committee

Description: Information on this nine-member advisory body appointed by the Minister and to represent a variety of interests – farmers, processors, wholesalers, retailers and consumers. *Retrievability:* Files arranged chronologically by subject.

CDC-50
Canadian Milk Supply Management Committee

Description: Information on the Commission's activities as chairman of the Canadian Milk Management Committee which administers the Comprehensive Milk Marketing Plan. *Topics:* National industrial milk and cream supply management systems. *Retrievability:* Files arranged Chronologically by province.

Subsidy Operations Division

The Division administers the payment of subsidies on qualifying shipments of industrial milk and cream to producers in order to make dairy products more affordable to consumers. This involves processing applications for subsidy permits, maintaining records of provincial and individual producer market share quotas and milk and cream production, the payment of subsidies on the basis of those records, and the collection of levies.

Classes of Records

CDC-60
Producers

Description: Information on each producer. *Topics:* Monthly milk production; market share quotas; monthly subsidy payments; communications with either the producer or provincial agency. *Storage Medium:* EDP, microfilm. *Retrievability:* Files arranged by individual and province.

CDC-70
Plants and Provincial Agencies

Description: Listing of all milk processing plants in Canada, provincial milk marketing agencies and the records of milk shipments and levies. *Retrievability:* Files arranged by product, province and plant.

CDC-80
Production of Milk and Cream

Description: Information on industrial milk and cream production by province (in some cases by plant) and a variety of summary tables such as summer-winter milk production by province, and degree of integration by province. *Retrievability:* Files arranged by product, individual and province.

CDC-90
Subsidy Rules and Regulations

Description: Rules and regulations on the eligibility for and payment of subsidy to milk producers on their qualifying shipments of industrial milk and cream.

CDC-100
Subsidy payments

Description: Information on payments made to producers for qualifying shipments of industrial milk and cream. *Retrievability:* Files arranged by individual producer, province, and type of shipment (milk or cream).

CDC-110
Levies

Description: Information on funds collected by provinces from producers and remitted to the CDC to cover costs of exporting dairy products excess to domestic needs. *Retrievability:* Files arranged by type and province.

Marketing Operations Division

This Division buys, sells, transports, warehouses, finances and pays export and animal feed assistance on dairy products under the Commission's domestic price support and special export program (products involved are butter, skim milk powder, cheese, evaporated milk, whole milk powder and specialty products). It also funds product promotion and product and market research.

Classes of Records

CDC-120
Sales

Description: Quotes, negotiations and contracts of dairy products marketed by the CDC. *Storage Medium:* EDP System. *Retrievability:* Files arranged by product, country and company.

CDC-130
Purchases

Description: Tenders, negotiations and contracts of purchases of dairy products by the CDC. *Storage Medium:* EDP System. *Retrievability:* Files arranged by product, country and company.

CDC-140
Warehousing

Description: Tenders, negotiations and contracts for storage facilities used by the CDC to store dairy products across Canada. *Storage Medium:* EDP System. *Retrievability:* Files arranged by province, company and city.

CDC-150
Transport

Description: Tenders, negotiations and agreements for the truck, train and boat transport used by the CDC to move dairy products. *Storage Medium:* EDP System. *Retrievability:* Files arranged by mode, commodity, province and company.

CDC-160
Inventories

Description: Inventories of dairy products held by the Commission. *Storage Medium:* EDP System. *Retrievability:* Files arrnged by product and warehouse.

CDC-170
Export Assistance

Description: Information on the payment of dairy farmer funded export assistance on dairy products marketed by exporters. *Storage Medium:* EDP System. *Retrievability:* Files arranged chronologically by company and product.

CDC-180
Animal Feed Assistance

Description: Information on the use of dairy farmer levy funds to make skim milk powder available for animal feed when the domestic market is short of such supplies. Storage Medium: EDP System. *Retrievability:* Files arranged chronologically by company.

CDC-190
Domestic Product Promotion, Product and Market Research

Description: CDC funded product and market research and product promotion. *Retrievability:* Files arranged by subject, product and project (research reports are available).

Canadian Film Development Corporation

Background

The Canadian Film Development Corporation (CFDC) was established by the Canadian government in 1967 to "foster and promote the development of a feature film industry in Canada."

Overall Responsibilities

The Corporation, which does not produce or distribute films itself, carries out its mandate by providing advice and financial assistance to individual production and distribution companies and various industry organizations. The Corporation works with federal and provincial government ministries and cultural agencies towards the formulation of film policy and programs.

Organization

The CFDC, which comes under the jurisdiction of the Minister of Communications, is headed by a Board of Directors and a Chairman appointed by the Governor in Council. On the recommendation of the Corporation's Board, the Governor in Council also appoints an Executive Director who acts as the chief executive officer and is responsible for day to day operations. Headquarters of the of the CFDC is in Montreal, with offices in Toronto and Vancouver.

Administration Unit

In addition to the general administration of the Corporation, the Administration Unit is responsible for internal policy formulation and for evaluating and advising the federal and provincial governments on film policies and strategies. The Unit is also responsible for the administration of Canada's co-production treaties with France, Israel, Italy, the Republic of Germany and the United Kingdom on behalf of the Minister of Communications. It also evaluates applications made under these treaties, grants provisional approval and makes recommendations to the Minister on final approval.

Program Unit

The CFDC has three active programs of financial assistance: Production, Distribution and Industry Support. Under the Production Program, investments and loans are made to Canadian producers for the development and production of Canadian feature films, television dramas, and documentaries. The Distribution Program involves loans to Canadian distributors to assist with the launching of Canadian films in Canada. Under the Industry Support Program grants are given to non-profit industry organizations for festivals, markets, seminars, and workshops which are intended to benefit a substantial portion of the industry.

General Information

General information on current CFDC programs or activities may be obtained in person, by telephone or in writing through any of the Corporation's offices listed below:

Montreal

Canadian Film Development Corporation
Tour de la Bourse
800 Place Victoria
Suite 2220
Montreal, P.Q.
H4Z 1A8
Telephone: (514) 283-6363

Toronto

Canadian Film Development Corporation
111 Avenue Road
Suite 602
Toronto, Ontario
M5R 3J8
Telephone: (416) 996-6436

Vancouver

Canadian Film Development Corporation
1176 West Georgia Street
Suite 1500
Vancouver, British Columbia
V6E 4A2
Telephone: (604) 684-4829

Access Procedures

Inquiries concerning administration, policy or past activity and all formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canadian Film Development Corporation
Tour de la Bourse
800 Place Victoria
Suite 2220
Montreal, P.Q.
H4Z 1A8
Telephone: (514) 283-6363

Manuals

- *CFDC Policies Manual* (3 volumes)
- *CFDC Methods and Procedures* (2 volumes)

Classes of Records

CFDC-10
Policy and Planning

Description: Information on internal CFDC policy, and the evaluation and response to policy planning of other government departments and agencies, as well as professional interest groups. *Topics:* Financial planning; internal policy and planning; federal government; general industry policy; industry relations. *Retrievability:* Financial planning files arranged according to date; all other files arranged alphabetically by issue or organization.

CFCD-20
Co-productions

Description: Information on the maintenance or renegotiation of current co-production treaties, relevant correspondence and negotiation of possible treaties, and projects which have been submitted for official co-production status. *Topics:* Treaties; policies; projects. *Retrievability:* Files arranged by country or project.

CFCD-30
Industry Support

Description: Information on transactions carried out under the Corporation's Industry Support Program. *Topics:* Festivals; markets; seminars and workshops. *Retrievability:* Files arranged by event or organization.

CFCD-40
Distribution

Description: Information on transactions carried out under the Corporation's Distribution Program, as well as on the distribution or marketing of films. *Topics:* Contracts; revenues; distributors; agents;

territories; markets and festivals. *Retrievability:* Files arranged by subject or project.

CFCD-50
Production

Description: Information on transactions carried out under the Corporation's Production Program. *Topics:* Scripts; contracts; budgets; financial plans. *Retrievability:* Submissions accepted or rejected, arranged by project title.

Canadian Human Rights Commission

Background

The Canadian Human Rights Commission (CHRC) was given its mandate with the passage in July 1977 of the *Canadian Human Rights Act*. The Act became operative on March 1, 1978. The Commission's mandate is to foster the principle that every individual should have equal opportunity to participate in all spheres of Canadian life, consistent with his or her duties and obligations as a member of society.

Laws and Regulations

The Commission operates under the *Canadian Human Rights Act* and the following Regulations and guidelines:

- *Equal Wage Guidelines* — SI 78-155, September 27, 1978; amendment — SI 82-2, January 13, 1982
- *Age Guidelines* — SI 78-165, October 25, 1978
- *Canadian Human Rights Benefit Regulations* — SOR 80-68, January 11, 1980; amendment — SOR 82-783, August 19, 1982
- *Human Rights Tribunal Appeal Regulations* — SOR 80-394, May 27, 1980
- *Immigration Guidelines* — SI 80-125, July 23, 1980
- *Immigration Investigation Regulations* — SOR 80-686, August 27, 1980
- *Bona Fide Occupational Requirements Guidelines* — SI 82-3, January 13, 1982

Overall Responsibilities

The Canadian Human Rights Commission carries out its mandate in two ways. First, it deals with complaints of discrimination in employment or in the provision of goods, services, facilities or accommodation on the basis of nine prohibited grounds of discrimination: race, national or ethnic origin, colour, religion, age, sex, marital status, conviction for an offence for which a pardon has been granted, and physical handicap (for employment-related matters only). Its jurisdiction includes federal government departments and agencies, Crown corporations, and institutions such as chartered banks, airlines, interprovincial transportation systems, as well as the federally regulated portions of the private sector.

Second, the Commission conducts information programs in the field of human rights, provides advice, issues guidelines, conducts research, reviews regulations and their instruments, maintains close liaison with the provinces and endeavours to reduce discriminatory practices.

Organization

The Commission is headed by the Chief Commissioner, who has deputy minister status. He is supported by the Deputy Chief Commissioner, the Secretary General and the General Counsel. There are four administrative operational Branches at Headquarters: Complaints and Compliance, Information, Education and Co-operation, Research and Special Studies and Administration, Personnel and Finance. Commission also maintains six Regional Offices in Halifax, Montreal, Toronto, Winnipeg, Edmonton and Vancouver.

Publications

Information on the different publications produced by the Canadian Human Rights Commission can be obtained by contacting:

Information Services
Canadian Human Rights Commission
257 Slater Street
4th Floor
Ottawa, Ontario
K1A 1E1

Public Reading Rooms

Canadian Human Rights Commission
257 Slater Street
4th Floor
Ottawa, Ontario

Key Contacts

Legal Counsel

Telephone: (613) 995-1435

Public Relations Officer

Telephone: (613) 995-1151

Regional Offices

Atlantic Region

Lord Nelson Arcade
Room 212
5675 Spring Garden Road
Halifax, Nova Scotia

Quebec Region

Room 300, 1253 McGill College
Montreal, P.Q.

Ontario Region

Arthur Meighen Building
55 St. Clair Avenue East
Room 623
Toronto, Ontario

Prairie Region

Kensington Building
1804-275 Portage Avenue
Winnipeg, Manitoba

Alberta and Northwest Territories Region

Liberty Building
10506 Jasper Avenue
Room 416
Edmonton, Alberta

Western Region

Montreal Trust Building
789 West Pender, Room 1002
Vancouver, British Columbia

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canadian Human Rights Commission
257 Slater Street

Canadian Human Rights Commission

4th Floor
Ottawa, Ontario
K2A 1E1
Telephone: (613) 995-1435 or 995-1484

Research and Special Studies Branch

This Branch carries out research on the duties and responsibilities of the Canadian Human Rights Commission, including policy analysis and development surveys to monitor current public opinion, socio-economic studies of human rights problems, preparation and analysis of statistics, bibliographies, and other data.

Manuals

- *CHRC Policy Manual*
- *CHRC Directives Manual*

Class of Records

CHRC-10
Research and Special Studies

Description: Reports by organizations and individuals active in human rights research. *Topics:* Surveys, applied and relative research – various grounds of discrimination; discriminatory practices; international organizations and foreign governments; provincial governments; relevant correspondence. *Retrievability:* Files arranged by organization or government.

Information, Education and Co-operation Branch

This Branch develops and conducts information and education programs designed to foster public understanding of the Canadian Human Rights Commission's role and activities and to publicize the principles of the *Canadian Human Rights Act*; maintains liaison with provincial human rights commissions, other human rights-related organizations (national or provincial) or community groups, as well as unions, employers and educational institutions, to co-ordinate and co-operate on common policies in the human rights field; prepares and distributes all Canadian Human Rights Commission publications (pamphlets, speeches, audio-visual aids, etc.); and deals with the news media on behalf of the Commission.

Classes of Records

CHRC-20
Information Services

Description: Information on advertising; preparation of CHRC publications; exhibits, fairs, exhibitions and other community activities; miscellaneous inquiries; lectures and lecturers; press clippings and press releases.

CHRC-30
Education and Co-operation

Description: Information on contacts with employers, unions, non-governmental organizations; also education programs and CHRC meetings. *Topics:* Case-related information or education programs; out-of-town Commission meetings. *Retrievability:* Files arranged by organization and project.

CHRC-40
Human Rights – General Liaison

Description: Co-operative liaison on operational subject matters with various governments, agencies and institutions. *Topics:* Federal departments and agencies; international governmental organizations; provincial and territorial governments and agencies; provincial human rights commissions; universities, colleges, schools and institutions. *Retrievability:* Files arranged by organization.

Complains and Compliance Branch

This Branch investigates and conciliates complaints of discrimination, including complaints initiated by the Commission; gives advice on and monitors, special programs, plans and arrangements involving policies, practices and employment systems for organizations under the coverage of the *Canadian Human Rights Act*. The Branch is supported by regional staff.

Classes of Records

CHRC-50
Human Rights

Description: Information on discrimination – government and non-government organizations; conferences. *Topics:* Discrimination – general, employment, race; associations, clubs, societies; committees – general, departmental, interdepartmental, federal-provincial, international; conferences, meetings, symposia. *Retrievability:* Files arranged by organization.

CHRC-60
Complaints and Inquiries

Description: Information on complaints and inquiries based on the various grounds of discrimination. *Topics:* Complaints and inquiries – general, respondents; discrimination – age, convicted individuals, equal pay, hate messages, marital status, physical handicap, race, national or ethnic origin, religion, sex, sexual orientation, pensions and insurance; individual complaint files. *Retrievability:* Files arranged by individual.

CHRC-70
Employment Systems

Description: Documentation, correspondence and information on the employment policies and practices of federally regulated and provincially regulated employers; also CHRC policies on the application of the *Canadian Human Rights Act* to employment policies and practices (i.e. employment systems). *Topics:* Policies and procedures – employment systems; employment systems – federal departments, Crown corporations and agencies, chartered banks, communication organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations, provincially regulated employers. *Retrievability:* Files arranged by organization.

CHRC-80
Special Programs and Arrangements

Description: Documentation, correspondence and information on special programs, plans or arrangements undertaken by federally regulated employers or service providers; also CHRC policies on the application of the *Canadian Human Rights Act* to special programs and arrangements. *Topics:* Policies and procedures – CHRC, provincial human rights commissions, foreign governments and agencies, contract compliance, consultants; special programs related to employment – studies and research, federal departments, Crown corporations and agencies, chartered banks, communications organizations, land transportation organizations, air transportation organizations, navigation organizations, manufacturing industries, employee associations; special programs related to services – federal departments, Crown corporations and agencies, chartered banks. *Retrievability:* Files arranged by organization.

Canadian International Development Agency

Background

The Canadian International Development Agency (CIDA) administers Canada's programs of assistance to countries in the developing world.

In the years immediately following the Second World War, there was no central organization to receive and study requests from developing countries for assistance. Canadian aid at that time was channeled into multilateral programs administered by the specialized agencies of the United Nations. The funds made available by Canada to the United Nations were supplied and administered directly by the Department of Finance in consultation with the Bank of Canada and External Affairs Canada. In addition to financial credits, Canadian aid took the form of bringing trainees to Canada and sending technicians and experts to the developing countries.

In 1950 Canada was among the founding members of the Colombo Plan. This new role led to the creation, in 1951, of the International Economic and Technical Division in the Department of Trade and Commerce, the first administrative unit for external aid programs, which launched the Canadian bilateral assistance programs with Colombo Plan countries.

In 1958 the Economic and Technical Assistance Branch replaced the above and in 1959 a Program Planning Branch was added; the latter was the first instrument for long-range planning of aid policies.

In 1960 an Order in Council created the External Aid Office. The duties of its Director General were defined as operation and administration of all assistance programs funded from the credits voted for this purpose to External Affairs Canada; study of such programs and recommendation of any appropriate changes; co-ordination of operations with other government departments and agencies involved; consultation and co-ordination with international agencies and Canadian non-governmental organizations; co-ordination of all Canadian efforts directed toward obtaining aid for foreign countries affected by disasters; internal administration and other duties related to Canadian aid programs.

The External Aid Office acquired the status of a government department through the proclamation of a series of Orders in Council which made it subject to the *Financial Administration Act* and the *Civil Service Act* (later the *Public Service Staff Relations Act*).

Overall Responsibilities

The main objective of CIDA is to support the efforts of developing countries in fostering their economic growth and the evolution of their social systems in a way that will produce a wide distribution of the benefits of development among the populations of these countries, enhance their quality of life and improve the capacity of all sectors of their population to participate in national development efforts.

The Agency's sub-objectives are to support the development of the productive capacity of developing countries; to support development programs of the United Nations and other international development institutions engaged in development assistance; to support undertakings conducive to improved levels of academic and technical training and production skills; to alleviate hunger and other hardships; to support undertakings of the non-government and private sector in development co-operation; to support international development research; and to provide economic, social and development assistance.

The orientation of development aid programs is decided by Cabinet on the advice of the Secretary of State for External Affairs. In preparing his recommendations to the latter, the President of CIDA is assisted by an interdepartmental committee of senior officials, the Canadian International Development Board, which he chairs. Board members include the Under-Secretary of State for External Affairs, the Deputy Minister of Finance, the Deputy Minister of Industry, Trade and Commerce, the Governor of the Bank of Canada, the Secretary of Treasury Board, and the President of the International Development Research Centre (IDRC).

Organization

The President of CIDA holds the rank of Deputy Minister and is responsible to the Secretary of State for External Affairs. He is assisted in the Agency's day-to-day operations by a Senior Vice President and a President's committee.

The Agency's official development assistance budget of over 1 billion dollars is divided among three program Branches within the agency: Geographic Area, Multilateral Program, and Special Program. These are supported by five service Branches: Public Affairs, Policy, Resources, the Comptroller, and Personnel and Administration.

Geographic Area Programs Branch

The Branch develops and implements programs and projects that promote the social and economic progress of developing countries receiving bilateral (direct government-to-government) aid from Canada.

Multilateral Programs Branch

The Branch manages Canada's relations with international development institutions such as the specialized agencies of the United Nations (the UN Development Program, UNICEF, etc.) and international banks (World Bank, African Development Bank, etc.); it also co-ordinates humanitarian, refugee, and emergency relief.

Food Aid Program

This Program is administered by Multilateral and Geographic Area Programs and co-ordinated, monitored and evaluated by the Food Aid Co-ordination and Evaluation Centre.

Special Programs Branch

The Branch assists Canadian and international non-government organizations (such as churches, service clubs, co-operatives, etc.) in undertaking projects and programs in developing countries; also facilitates the participation of the Canadian private sector in industrial co-operation with developing countries.

Public Affairs Branch

Public Affairs manages CIDA's public information program.

Policy Branch

The Branch develops policies and orientations for the agency, and assists the program branches to evaluate the effectiveness of CIDA projects and programs.

Resources Branch

The Branch provides technical advice and services to the operational branches of the Agency (e.g., maintains rosters of individuals and firms interested in working for CIDA overseas, provides advice on sectors of activity such as agriculture or industry, draws up contracts for Canadian consultants or advisers for overseas projects) and briefs Canadian technical assistants assigned to work overseas.

Comptroller

The Comptroller is responsible for the financial management of the agency.

Personnel and Administration Branch

The Branch performs services related to agency organization, staff accommodation, travel services, and security; and is responsible for the management of documentation.

Document Centres

The Agency's Headquarters in Hull has two major document centres: the Development Information Centre (DIC) and the Records Management Centre (RMS).

Development Information Centre

The Centre provides access to documentation in support of the business activities of CIDA as they relate to international development. The DIC manages a broad range of documents concerning the economic, social and political aspects of developing countries. It also provides a service that is responsible for researching specific subjects and providing documentation expertise to policy and operational activities within the operational branches of CIDA.

Records Management Centre

The Centre is concerned with the management and control of CIDA records, as defined by the Public Records Order, in support of ongoing CIDA activities. Its functions include the classification and storage of official CIDA files, and a circulation service that allows authorized CIDA personnel access to CIDA files.

Access Procedures

Requests for information submitted under the *Access to Information Act* should be addressed to the:

Access to Information Co-ordinator
Canadian International Development Agency
Place du Centre
200 Promenade du Portage
Hull, P.Q.
K1A 0G4
Telephone: (819) 997-0964
Telex: 053-4140

Policy Branch

The Branch is responsible for the management of the policy process concerning international development and Canada's development co-operation programs: it plans, organizes, directs, controls and evaluates development co-operation policies. It comprises two Divisions: Development Policy (policy co-ordination, planning, international co-operation and policy analysis) and Evaluation.

Manuals

- *Project Evaluation — Perspective and Methodology*
- *Session Workbook on Project Evaluation*
- *Handbooks — Bilateral Programs*
- *Branch and Divisional Directives* — describes operational procedures

Classes of Records

CIDA-10
Federal Government Departments and Agencies

Description: Information on all Canadian government departments and agencies. *Topics:* Advisory Council on International Development; Canadian Government Exhibition Commission; Company of Young Canadians; and the Export Development Corporation.

CIDA-20
United Nations and International Agencies

Description: Information on positions adopted on aid issues, trends, development questions. *Topics:* Development banks; international agencies; regional institutions and associations.

CIDA-30
Organization for Economic Co-operation and Development (OECD)

Description: Information on studies, positions and decisions of the various committees of OECD. *Topics:* Committee on Scientific and Technological Policy; Development Centre; High Level Group on Commodities; executive committee in special session (working group on North-South economic issues); High Level Trade Group; relations between OECD and Organization of Petroleum Exporting Countries (OPEC).

CIDA-40
Agreements

Description: Information on agreements between the federal government and provincial governments, and between CIDA and other agencies, organizations and departments. *Topics:* Atomic energy agreements; interdepartmental agreements; agreements between CIDA and the International Development Research Centre (IDRC); Technical Assistance Master Agreement between CNR and Air Canada.

CIDA-50
Associations, Societies and Institutes

Description: Information on the functions of all major Canadian and international organizations concerned with development and aid issues which have dealings with CIDA.

CIDA-60
Conferences, Meetings, Symposiums

Description: Information on conferences, etc. on international development.

CIDA-70
Emergency Relief

Description: Information on political, economic, management and social aspects of international emergency relief. *Topics:* Organizations providing international relief; emergency relief received, by country. *Retrievability:* Files arranged by country and institution.

CIDA-80
Sector Papers

Description: Policy and questions concerning economic and social development within and among economic sectors. *Topics:* Agriculture and food production; education; health; fisheries; mining; population; transportation; telecommunications; energy; tourism; forestry; regional integration; environment; industry; housing; urban development; immigration.

CIDA-90
Food

Description: Information on policy aspects of the production, transportation, storage, marketing and consumption of food. *Topics:* Food technology; food storage and warning system; food aid consultation; edible protein.

CIDA-100
Housing

Description: Information on housing. *Topics:* Mobile homes; emergency shelters; low-cost houses.

CIDA-110
Forestry

Description: Information on development and management of forests resources. *Topics:* Education and training; meetings with deans of faculties of forestry; proposed national air tanker fleets; resource development forestry.

CIDA-120
Human Resources

Description: Information on human resources. *Topics:* Brain drain; management for change program; education and training; special services; engineering programs; francophone programs; education and health programs; national resources programs; administration programs; research and development; family planning and population control; manpower and refugees.

CIDA-130
Mining

Description: Information on the development and management of mineral resources.

CIDA-140
Energy

Description: Information on sources, development, production and consumption of energy.

CIDA-150
Multidimensional Issues

Description: Major domestic and international issues related to economic and social development and international development co-operation which are not considered to be part of Official Development Assistance (ODA), i.e., non-aid developmental issues. *Topics:* United Nations Conference on Trade and Development; North-South Dialogue; general preference scheme; global negotiations; commercial aspects; new International Economic Order; development; disarmament; indebtedness, sectoral commission and multinational corporations.

CIDA-160
Aid

Description: Information on the extent and nature of international development assistance provided by donors and received by recipient countries, including institutional transfer mechanisms. *Topics:* Strategies and theories of development; economic, technical, financial, management, evaluations and social aspects of aid.

CIDA-170
Aid Issues

Description: Statistical data and relevant information on aid issues which are part of Official Development Assistance. *Topics:* Aid mechanisms, volume, terms and conditions, eligibility allocation and special categories of less developed countries (LDCs).

CIDA-180
Committees

Description: Information on activities, functions and objectives of various Canadian and international committees considering international development issues. *Topics:* House of Commons and Senate standing committees; advisory board and task force committees; working groups; Interdepartmental Committee on Development Assistance, Interdepartmental Committee on External Relations; OECD – Development Assistance Committee (DAC). *Retrievability:* Files arranged by country.

CIDA-190
Private Investment

Description: Information on international joint ventures, regional investment, development banks and institutions, specialized agencies of United Nations, international and national organizations and conferences.

CIDA-200
Economic and Social Development

Description: Information on Third World and general project planning.

CIDA-210
Second United Nations Development Decade

Description: General information on this topic.

CIDA-220
Economic, Financial and Political Conditions

Description: Information on trends and developments in economic, financial and political conditions in foreign countries and their relations with other countries which are likely to have a bearing on their views on international development co-operation policies and programs. *Topics:* Role of private and public sectors; domestic production and consumption; foreign trade and investment; population resources; elections, political parties and personalities, government organization.

Multilateral Branch

Through multilateral assistance, Canada joins with other donor nations to help provide the high level of development assistance that is beyond the scope of individual countries. CIDA funds for multilateral programs are channelled through United Nations agencies and other international organizations involved in development and research. In addition, CIDA and the Department of Finance provide funds to international financial institutions such as the World Bank and regional development banks.

Most of these organizations operate various programs, so that CIDA contributes to about 65 programs in all. While the organizations are responsible for the administration of projects, Canada participates in their governing bodies to ensure that the organizations are operating within their own policy and operational guidelines, and that Canada's interests in funding them continue to be met.

Multilateral Branch is composed of three Divisions: U.N. Programs, Food Aid Co-ordination and Evaluation Centre, and Financial Institutions.

United Nations Programs Division

The Division funds some 55 international programs engaged in a wide variety of development-related areas, including technical co-operation, multilateral food aid, and humanitarian and refugee assistance activities. In addition to the development programs of the UN, programs related to the Commonwealth, the *Agence de co-opération culturelle et technique*, and the Consultative Group of International Agricultural Research are also administered by the Division. The program is based on the Canadian practice of using the United Nations system as a major vehicle for the pursuit of Canadian foreign policy.

Manuals

- *Program Memory*
- *Multilateral Reviews*
- *Bilateral Reviews*

- *Institutional Appraisals*
- *Multilateral Management Systems Manual*
- *Disbursement Plan*
- *Multilateral Criteria, Terms and Conditions*
- *Grants and Contributions*
- *International Humanitarian Assistance Program*

Classes of Records

CIDA-230
Emergency Relief

Description: Information on Canada's responses to requests for assistance from countries suffering from natural or man-made disasters. *Topics:* All countries which have been, or currently are, receiving emergency relief. (See CIDA-540 to CIDA-1270.)

CIDA-240
United Nations and International Agencies

Description: Information on Canada's funding and administration of the development programs of the United Nations, programs related to the *Agence de co-opération culturelle et technique*, international agricultural research centres, as well as core funding of the UN High Commissioner for Refugees, UN Refugee and Works Agency, International Committee of the Red Cross, UN Education and Training Program for Southern Africans and the UN Fund for Namibia. *Topics:* African Development Bank; Asian Development Bank; Association of Latin American Development Banks; Arab Bank for Economic Development in Africa; Caribbean Development Bank; East African Development Bank; Inter-American Development Bank; International Bank for Reconstruction and Development; South Pacific Regional Development Bank.

CIDA-250
Conferences

Description: Information on annual and special-purpose international meetings in which Canada was a participant.

CIDA-260
Private Investments and Incentives

Description: Information on Canada's participation in international meetings aimed at developing incentives for industry and labor to invest in underdeveloped countries. *Topics:* Canadian and international companies and corporations.

CIDA-270
Associations, Societies and Institutes

Description: Information on CIDA participation in or relations with voluntary and non-government Canadian and international associations, societies and institutes.

CIDA-280
Committees

Description: Information on Canadian participation on international committees for the pursuit of Canadian foreign policy. *Topics:* Federal interdepartmental committees, federal-provincial committees; international committees; UN committees.

CIDA-290
Commonwealth Countries

Description: Information on Canada's funding and administration of Commonwealth programs as well as participation in meetings of Heads of Government, Commonwealth Finance Ministers, Boards of Representatives, and the Commonwealth Working Group of the Common Fund. *Topics:* Commonwealth countries; Organization of Commonwealth countries – colleges, schools, universities and churches.

CIDA-300
Family Planning and Population Control

Description: Information on Canada's policy on general population matters. *Topics:* Human resources, research and development; family planning and population control.

CIDA-310
Consultative Group on International Agricultural Research (CGIAR)

Description: Information on meetings concerning policy and overall financial support for the international agricultural research centres supported by the CGIAR. *Topics:* Annual Centres Week, technical assistance meetings and reports; economic and social development; farm planning; agricultural products.

Food Aid Co-ordination and Evaluation (FACE) Centre

The Centre is responsible for the total CIDA food aid program. It thus participates in the food aid program cycle and allocation process, as well as in the preparation and processing of all food aid program and project submissions; co-ordinates allotment planning food aid activities in consultation with operating branches; initiates discussions on and participates in the process of food aid budget reallocations as and when necessary during course of fiscal year, in consultation with operating branches; serves as co-ordinating centre within the Agency in discussions concerning food aid with Treasury Board, the Canadian Wheat Board (for reserving tonnages), food producers and processors, and the Material Management Division of CIDA in all matters other than direct procurement and monitoring arrangements. The Centre also acts as team leader on the Food Aid Program Team and any core groups it might establish.

Manuals

- *Management Systems Manual*
- *Food and Agricultural Organization (FAO) Reports*

Classes of Records

CIDA-320
Producer Groups – Food and Commodities

Description: Information on producer's groups supplying processed and unprocessed commodities to Canada's Food Aid Program. *Topics:* Canadian Dairy Commission; Canadian Flour Millers' Association; Canadian International Grain Institute; Canadian National Millers' Associations; Canadian Wheat Board; Canola Crushers of Western Canada; Association of Bean Growers.

CIDA-330
Countries Receiving Food Aid

Description: Information on countries receiving Canadian bilateral and multilateral food aid. *Topics:* Bangladesh; Dominica; Egypt; Ethiopia; Ghana; Haiti; India; Jamaica; Kampuchea; Kenya; Laos; Mali; Mauritania; Mozambique; Nepal; Nicaragua; Pakistan; Portugal; Rwanda; Sahel; Senegal; Somalia; Sri Lanka; Sudan; Tanzania; Tunisia; Turkey; Uganda; Vietnam; Zaire; Zambia; Zimbabwe.

CIDA-340
Food Aid Commodities Basket

Description: Information on food aid commodities supplied by Canada in Canadian Food Aid Program. *Topics:* Commodities–prices, nutrition, packaging, procurement; dried eggs, fish, skim milk powder, triticale, vegetable oil and oilseeds, wheat, wheat flour, beans, dehydrated potatoes.

CIDA-350
Other International Food and Agricultural Organizations

Description: Information on international organizations with an interest in food aid. *Topics:* Food and Agricultural Organization

(FAO); World Food Council (WFC); International Food Policy Research Institute (IFPRI); OECD; United Nations Relief and Works Agency (UNRFA) – Palestinian refugees.

CIDA-360
Canadian Food Aid Policy and Programs

Description: Information on the policy of CIDA and other government policies related to the Canadian food aid policy. *Topics:* Budget; distribution channels; procurement; Multi-Year Operational Plan (MYOP); main estimates; country eligibility; evaluation; food aid agency policy.

CIDA-370
World Food Program (WFP)

Description: Information on policies and programs of the WFP and Canada's participation. *Topics:* Documents related to sessions of the WFP governing body and Canadian pledges to the WFP.

CIDA-380
International Wheat Council (IWC)

Description: Information on Canadian participation in IWC. *Topics:* International Wheat Trade agreements; negotiating documents; Food Aid Convention.

Financial Institutions Division

The Division develops and maintains the international financial institutions as mechanisms for development financing. It provides guarantees (i.e., callable capital) to facilitate the recycling of private capital resources for development financing, and in so doing multiplies the availability of such financing. The funds are provided to regional development banks for use in their first and second windows as well as for technical assistance purposes. The Division also programs other departmental and agency assistance programs through the Department of Finance to the World Bank Group. It ensures that the international financial institutes (IFIs) are managed in a manner conducive to their credibility in the international capital markets and to the protection of Canada's liabilities to these institutions. The Division fosters policies within the IFIs that are consistent with the developmental and humanitarian principles of Canadian foreign policy.

Manual

- *Management Systems Manual (Financial Institutions)*

Classes of Records

CIDA-390
African Development Bank and Fund

Description: Information on the African Development Bank (AfDB) and its concessional arm and the African Development Fund (AfDF), which are the major regional financial aid institutions in Africa. Fund lending reached a cumulative total (since 1974) of $775.7 million (U.S.) by December 31, 1979, more than 80 per cent of which was borrowed by the Bank's least developed members. *Topics:* Administration; budget; bilateral co-operation; Board of Directors; Canadian line of credit; Canadian technical assistance; elections of president; evaluation; financial statements; Malawi transmission line; operations; pipelines; policies, procurement, requests for financing; language training; establishment and organization.

CIDA-400
Inter-American Development Bank

Description: Information on the Inter-American Development Bank (IDB), which assists the developing countries of Latin America and the Caribbean. For the first time in its history, the IDB's commitments exceeded $2 billion (U.S.), while 1979 disbursements reached a new high of $1.6 billion (U.S.). Canada, a prime supporter of the IDB, contributed $6.83 million (CDN.) and $24.17 million (CDN.) respectively to the ordinary capital and concessional fund operations. *Topics:* Administration; finance; capital inter-regional operations; Fund for Special Operations; regional institutions; other funds.

CIDA-410
Caribbean Development Bank

Description: Information on the Caribbean Development Bank (CDB), which is the major financial development institution serving the Commonwealth Caribbean. *Topics:* Administration; finance, ordinary capital operations; Special Fund operations; Caribbean region in general; Caribbean Division.

CIDA-420
Asian Development Bank and Fund

Description: Information on the Asian Development Bank (AsDB), which together with its concessional Asian Development Fund (AsDF), is the major regional financial institution serving the countries of Asia and the South Pacific, in particular the poorest countries of the region where a large part of the world's population lives. *Topics:* Administration; finance; ordinary capital operations; concessional funds operations; technical assistance.

CIDA-430
World Bank Group

Description: Information on the World Bank, which is seen by many as one of the leading international development institutions, particularly given the size and scope of its programs. The Bank acts as a forum for the discussion of key development policy issues and implements innovative assistance projects in sectors such as rural development and agriculture, and water supply and sanitation. It also has a quickly expanding energy program to meet the pressing needs of developing countries for relief from constantly rising oil prices. *Topics:* Information on International Bank for Reconstruction and Development (IBRD) constitution and organization; analysis of the needs of less developed countries; operations, finances; IBRD-IDA (International Development Association) geographic programs; sectors; reporting documentation; annual meetings; IDA; International Finance Corporation (IFC).

Special Programs Branch

The Branch provides contributions to Canadian non-governmental organizations (NGOs) in support of general development assistance programs, specific projects, as well as education programs and projects.

Manuals

- *Operations Handbook 13*
- *Non-governmental Organizations (NGO) Division*

Classes of Records

CIDA-440
Non-Governmental Organizations

Description: Information on non-governmental organizations dealing with CIDA's NGO Division and seeking CIDA financial assistance for their development programs and projects in Third World countries. *Topics:* Organizational structure and mandate; financial situation; board members; and constituency.

CIDA-450
Overseas Development Projects

Description: Information on all overseas projects for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of projects; budget and requested CIDA contribution.

CIDA-460
Public Participation Program Projects

Description: Information on all public education projects in Canada for which a CIDA contribution has been approved. *Topics:* Name of NGO; description of project; budget and requested CIDA contribution.

CIDA-470
Contacts

Description: Information and correspondence on contacts with Third World countries.

International Non-governmental Organizations Division

The Division provides grants and contributions to international non-governmental organizations (INGOs) in support of development assistance programs and projects.

Class of Records

CIDA-480
International Non-governmental Organizations

Description: Information and correspondence on INGOs, projects, CIDA grants, and political conditions within Third World countries or regions where the projects are located.

Institutional Co-operation and Development Services Division

The Division's program represents a new dimension in Canada's relations with the developing countries: it seeks to build relationships with them. It is a shift away from "aid", with its "donor-receiver" connotations, to collaborations which bring mutual benefits. The program provides a framework for joint ventures between institutions and organizations in Canada and their counterparts in the developing countries. It enables such bodies to undertake substantive programs together, rather than to "twin" or "link" institutions purely to exchange personnel. "Joint ventures" are endeavours in which both parties have a stake since they will be working together as equal partners, rather than as a Canadian institution providing "aid" or "technical assistance" on a one-way basis. "Substantive" means programs which deal with specific problems or program areas.

Manuals

- *Handbook 13*
- *Institutional Co-operation and Development Services Division Manual*

Class of Records

CIDA-490
Institutions

Description: Information on organizations seeking financial support from the Division. *Topics:* Associations, clubs, institutes, societies, colleges, schools, universities, training hospitals – organization structure, mandate, financial situation; contacts and correspondence with Third World countries; and subsidized projects – organization, type of assistance, grant amount.

Industrial Co-operation Division

The Division responds to initiatives from Canadian firms for projects involving commercial collaboration in developing countries with Third World partners.

Classes of Records

CIDA-500
Projects

Description: Information on specific projects as proposed and undertaken by applicant countries. *Retrievability:* Files arranged by country, year and project.

CIDA-510
Developing Countries

Description: Information on countries served by the Industrial Co-operation Program.

CIDA-520
Canadian Sector

Description: Information on Canadian private sector organizations, government departments, provincial governments and universities associated with the Industrial Co-operation Program.

CIDA-530
International Organizations

Description: Information on international financing institutions, aid agencies and regional institutions.

Geographic Area Branches

The major portion of Canadian official development assistance is provided as bilateral aid, under direct agreements between Canada and the governments of developing countries, in the form of grants or concessional loans. The developing countries use the funds to purchase goods and services for economic and social development, and most of these purchases are made in Canada.

CIDA's involvement in integrated rural development includes development of agriculture, fisheries and forestry, health and sanitation, provision of adequate housing and supplies of clean water, functional education and so on. Other important sectors are energy, transportation and communications.

The function of the Geographic Area Branches is thus to promote self-reliance among low-income countries, to help developing countries meet their basic human needs and to pursue, where appropriate, development programs of mutual interest through active, highly visible channels of Official Development Assistance (ODA), while providing a good return to the Canadian economy.

Note to Reader

The topics in the descriptions of Classes of Records for the countries noted below as recipients of Canadian bilateral aid are not exhaustive. Complete lists of project files are contained in four publications issued by CIDA's Administrative Services Division. Entitled "List of Project Files." There is one each for the Asia, Americas, Francophone Africa and Anglophone Africa Branches.

Manuals

- *Handbook 5* — Sectoral Guidelines 1, 2, 3 (Developmental Assistance Committee, OECD)
- *Handbook 8*
- *Handbook for Scholars and Fellows* — Foreign Service Directives (External Affairs)
- *Workbook for Preparation of Plans of Operation* — Lexicon (Acronyms)

Asia Branch

Asia is where Canada's official aid program began in the early 1950s, and where about three-fifths of this country's bilateral assistance has gone since then. Despite awesome difficulties, most of the Asian countries assisted by Canada have achieved some progress in the past few years. However, it has been offset to some extent by drought and the continuing escalation of energy costs. Poverty remains the most striking feature of the development picture in Asia, with countries aided by Canada having an annual gross national product of less than $200 per capita.

Classes of Records

CIDA-540
Bangladesh

Description: CIDA's program in Bangladesh includes food aid, commodities (such as potash for fertilizer), and a variety of agriculture, power and railway projects. A five-year program was launched in 1979 to upgrade track, supply locomotives, and improve railway management. Other project areas include applied agricultural research, small-scale irrigation, rural development, support of a Central Load Dispatch Centre, family planning and population control.

CIDA-550
India

Description: CIDA's assistance to India is mainly in the agriculture and energy sectors. Current major projects include a loan to help India's Agriculture Refinance and Development Corporation (ARDC) increase the flow of rural credit, especially to small farmers in the poorest regions, and a grant and loan for Phase II of the Idukki Hydroelectric Project. In addition, lines of credit have been extended for requirements in the oil and gas, minerals and power sectors. Food aid in the form of Canta oil has been provided to support the development of oilseed procedure co-operatives in India.

CIDA-560
Nepal

Description: The focus of the Canadian programs in Nepal has been on energy and regional development. Projects include training of rural health auxiliaries, shipments of potash for farmers, development of land and water resources, energy planning and civil aviation.

CIDA-570
Sri Lanka

Description: In addition to food aid, projects have included dry-zone agriculture, honey production, public utilities, and the construction of a new university. Canada is also participating in one of the world's largest development projects by providing funds to help build the Maduru Oya reservoir complex, part of the huge Mahaweli scheme designed to increase the island's irrigated land and its power supply.

CIDA-580
Pakistan

Description: Agriculture, power generation and transmission, oil and gas development, and transportation are the main themes of CIDA's program in Pakistan. A major thrust in agriculture includes a scheme to double agricultural production in the Mardan region of the North West Frontier Province through irrigation and land reclamation and a project to increase productivity in dryland farming. The long list of projects also includes food aid, mining development and the supply of commodities.

CIDA-590
Turkey

Description: CIDA's program in Turkey has centered on an economic development line of credit and continued assistance to the country's telecommunications system.

CIDA-600
Thailand

Description: Aid projects have included a northern natural resources survey, fisheries development, food grain storage and handling studies, rural electrification, assistance to Khon Kaen University for the establishment of faculties and educational development generally, as well as agriculture and engineering assistance, family planning and population control.

CIDA-610
Philippines

Description: Aid projects have included a fisheries development, as well as technical and capital assistance for the Cagayan Valley Cooperatives.

CIDA-620
Association of South East Asian Nations

Description: Assistance to the group of five countries that comprise the Association of South East Asian nations (ASEAN) – Thailand, Philippines, Singapore, Malaysia and Indonesia – focuses on fisheries development, a tree seed centre and improved grain storage.

CIDA-630
South Pacific

Description: CIDA's South Pacific aid program includes the Cook Islands, Fiji, Kirihati, Papua New Guinea, Solomon Islands, Tonga, Vanatu, Tuvalu, and Western Samoa. Aid is channeled mainly through regional institutions in the form of small projects and educational assistance. Future co-operation with the ASEAN group (above) is being planned.

CIDA-640
Malaysia

Description: Emphasis in the Malaysian aid program is on education, agricultural and hydro-electric development, and airborne geophysical and geochemical surveys.

CIDA-650
Burma

Description: CIDA's program for Burma includes aid to mining, wood processing, civil aviation, an irrigation scheme and disease control.

CIDA-660
Indonesia

Description: Balanced regional development is the goal of Canadian assistance to Indonesia, emphasizing power, transportation and agriculture (mainly water resources). Projects include better distribution systems for fertilizer and cement, animal health services, and electrification in rural areas and remote islands.

Americas Branch

In January 1979 the Latin American and Commonwealth Caribbean programs were grouped in the newly constituted Americas Division. The administrative regrouping makes it possible to take the whole continent into account when formulating a development strategy for the region's developing countries, which face five major problems: poor distribution of income; low agricultural productivity; rapid urbanization; acute unemployment and increasing debt, largely the result of oil price increases and declining trade. Despite their merger, the two programs are distinct in structure and evolution and their development activities during 1979-80 are dealt with separately.

Latin American Region

The Agency's program in Latin America focuses mainly on social and rural development and lays emphasis on technical assistance. Since 1978 efforts have been made to increase economic assistance, but budget restrictions imposed in 1979 limited the program. Special emphasis was given to the rural development and mining sectors, followed by education, health and energy. In rural development special efforts are being made to reach the most disadvantaged people.

Classes of Records

CIDA-670
Colombia

Description: CIDA has provided institutional support loans whereby the Colombian government loans the funds to public and private institutions and puts the proceeds into a development fund which has been used for reforestation and construction of rural adquaducts. CIDA has also assisted with flood and landslide disaster relief, marketing studies, rural telecommunications, power development and fisheries assistance.

CIDA-680
Ecuador

Description: Among projects in the program for Ecuador are the Pisayambo and Paute hydro-electric developments, the Guyas River Basin development, agricultural improvement schemes, and pisciculture training and evaluation.

CIDA-690
Bolivia

Description: In addition to a number of small projects, CIDA has carried out design and feasibility studies for Bolivia's highway construction program.

CIDA-700
Peru

Description: In Peru there is a research and experimental production program for the cultivation of rapeseed and cereals which is being integrated with the type of agriculture practised in the *altiplano* of the Puno-Juliaca region. The project includes participation of Canadian experts, supply of machinery, training of Peruvians, and construction. Other projects include fishery, forestry and mining development, railroad rehabilitation, and a wide range of educational programs.

CIDA-710
Costa Rica

Description: Aid projects to Costa Rica include the development of agriculture, forestry and wood products, fisheries (including fish farming), education, and community development training.

CIDA-720
El Salvador

Description: CIDA's program for El Salvador includes fisheries development, vegetable production and diversification, geochemical and aero-magnetic mineral exploration, power transmission, and improvement of rural water systems.

CIDA-730
Guatemala

Description: Projects which CIDA promotes in Guatemala include the development of a national water supply plan, the building of schools and health centres, and housing construction.

CIDA-740
Honduras

Description: Assistance has been aimed principally at rural development, forest preservation and extension, the management and industrial development of Honduran hardwoods, and power transmission.

CIDA-750
Nicaragua

Description: In addition to undertaking a number of small projects, CIDA has concerned itself with the rehabilitation of prisoners in Nicaragua.

CIDA-760
Panama

Description: Canadian assistance in Panama is limited to small projects under a mission-administered fund.

CIDA-770
Haiti

Description: The objective of CIDA's program was to promote self-reliance through agricultural, health and educational activities in a region of 300,000 persons who are engaged mainly in agriculture. Specific projects included support of the Vocational Training Centre, the National Institute of Administration and Management, and the Professional Training Centre of Haiti, as well as the Canadian Urban Electrification Project.

CIDA-780
Brazil

Description: Canadian assistance has been extended to wide-ranging sectors of Brazil's economic and social development – agriculture, mining, forestry, fisheries, power production and transmission and telecommunications. In addition to technical assistance to promote scientific and technological development, CIDA's program has emphasized community development and educational advancement.

CIDA-790
Chili

Description: The program for Chili has focused principally on support for the State Technical University and the development of telecommunications.

CIDA-800
Dominican Republic

Description: Aid projects in this area have included rural electrification, agricultural co-operatives, the development of the dairy industry, and irrigation. The program has also supported the training of a number of Dominicans in Canada.

Commonwealth Caribbean Region

The primary objective of Canadian bilateral assistance to the Caribbean is to encourage economic growth and regional integration. Food production and energy generation in response to increasing balance of payments constraints are of critical concern. The aid program has thus focused on the agriculture, public services, transportation, education, energy and fisheries sectors. In 1978, under the auspices of the World Bank, a mechanism was set up known as the Caribbean Group for Co-operation in Economic Development. It comprises recipients, donors and multilateral institutions and serves as a consultative group on long-term economic development in the region.

Classes of Records

CIDA-810
Belize

Description: Belize is one of the major recipients of Canadian assistance in the area. CIDA's program includes support for development in agriculture, forestry, engineering, water and sewage construction and road and bridge building. Aid has also been given to the Belize national vocational program and to training in a number of specialized fields.

CIDA-820
Guyana

Description: While the program has to date included a wide range of projects in sectors such as aviation, water and sewage disposal and agriculture, it is focusing increasingly on energy, forestry, manufacturing and fisheries with lines of credit in manufacturing to create local counterpart funds for the financing of an energy project and lines of credit in forestry and fisheries to do the same for infrastructural projects within those sectors.

CIDA-830
Jamaica

Description: CIDA's aid program in Jamaica comprises assistance to education at all levels, including teacher training, school building, and support for the national literacy campaign. In the economic sphere it emphasizes agricultural and forest development; road, railway and bridge building; improved communications; and the installation of water and sewage systems. A loan for the purchase of foodstuffs and a line of credit have been provided through the Caribbean Group for Co-operation in Economic Development.

CIDA-840
Barbados

Description: A major project has been the construction and equipping of the Grantley Adams airport; others include water resource development and cane sugar production. Henceforth CIDA's program will emphasize a line of credit, probably in fisheries and advisory services.

CIDA-850
Trinidad and Tobago

Description: While CIDA's activities in Trinidad and Tobago have in the past included assistance to such sectors as forestry, health and education, they are currently limited to civil aviation and finding a way to use bagasse for the feeding of dairy cattle.

CIDA-860
Leeward and Windward Islands

Description: In this scattered Caribbean Group, the islands of Antigua, Dominica, Grenada, Montserrat, St. Kitts, St. Lucia and St. Vincent are major recipients of Canadian assistance. In many cases the nature of the aid made available to the individual islands is closely similar, as for example in education (including teacher training and school construction), agriculture, water resource development, road building, airport and harbor expansion – much of it designed to bolster tourism, one of the principal industries in the islands. Individual descriptions of the projects concerned (omitted here in order to avoid repetition) may be found in CIDA's "List of Project Files – The Americas."

Anglophone Africa Branch

The Commonwealth Africa program at CIDA covers 21 African countries, ranging from the largest on the continent (Sudan) and the most popular (Nigeria) to a number of micro-states with populations of less than one million. Living conditions are difficult in most of these countries, as reflected by the low average annual gross national product of $300 per capita, an adult literacy rate of only 38 per cent, and a life expectancy of 47 years.

Planning of Canadian assistance projects is concentrated in sectors that can meet basic needs among the poorest segments of the population. These include agriculture, rural water supply and rural development in general, with an emphasis on productive employment generation. Infrastructure projects that meet basic needs in a more indirect fashion still dominate the program, but the current trend is to place increased emphasis on agriculture. Most of the bilateral disbursements to Commonwealth Africa were in the form of grants, together with some concessional loans. Major recipients of Canadian aid include Egypt, Tanzania, Ghana, Zambia, Malawi and Kenya. Most of the assistance is expended on the generation and transmission of power, and road and rail transportation in these countries, although agricultural development is assuming greater importance.

Classes of Records

CIDA-870
Botswana

Description: In addition to the continuation of Kalahari exploration and the drilling operations there, CIDA's program for Botswana includes support for transportation, mining and water drilling, an aeromagnetic survey, village development and housing, and the provision of teachers and equipment for University College, World University Services of Canada. Assistance is also made available to UBLS, the university that services jointly Botswana, Lesotho and Swaziland.

CIDA-880
East African Community

Description: Important items in the aid program for the East African Community to date include the management assistance given East African Airways and the training of air traffic controllers. Fifteen diesel locomotives were supplied under the railway development program. Other projects include forest, harbors, and power development, tsetse fly research, cereal development, and support for the Pan-African Telecommunications project.

CIDA-890
Ghana

Description: A wide-ranging program for Ghana. *Topics:* Agricultural development – irrigation and soil reclamation, animal research, rinderpest control, a grains development project and grain storage; technical assistance in mining and exploration; forestry; fisheries; road and railway improvement; electrical energy production and transmission – Volta River project, Ghana-Togo-Dahomey transmission line; provision of teachers, professors and financial support – technical training colleges at Accra and Kumasi, the Kumasi Trade Training Institute, the Tarka School of Mines, and the Pong-Tamale Veterinary Training School; rural development; the national family planning program.

CIDA-900
Kenya

Description: With CIDA's renewed involvement in the Njora Research Station in Kenya, there will be a wheat research network supporting CIDA projects in Kenya, Tanzania and Zambia – a scheme that is already having a measurable effect on the goal of self-sufficiency in wheat in the area. Other projects that are aiding agricultural progress in Kenya include irrigation, rural water development and electrification, soil conservation, livestock improvement and beekeeping. Support has also been given to railway development, to airport improvement at Nairobi and Mombassa, and to the promotion of tourism and wildlife preservation. Numerous educational projects include the supply of teachers at all levels, support of the Technical Teacher Training College, the National Industrial Vocational Training Centre between the Faculty of Commerce at the University of Nairobi, and the exchange of post-graduate fellows in Earth Sciences between the University of Manitoba and University College, Nairobi.

CIDA-910

Lesotho

Description: In mountainous Lesotho, CIDA assistance has been given to geological exploration, coal drilling study and equipment, small-scale diamond mining, and livestock and mountain area development. Support has also been extended to low-income housing projects and community development, road construction, rural district water supply improvement, agricultural and industrial development and education, notably the provision of teachers to the National University of Lesotho.

CIDA-920

Malawi

Description: A continuing preoccupation for CIDA has been the construction and equipment of the Malawi Railway, a project calling for the supply of technical assistance, tools, machinery of all kinds and locomotives. In other fields support has been given to agricultural development, including dairy farming, rural feeder roads and water improvement; rural community development and health clinics; and the Natural Resources College.

CIDA-930

Mauritius Island

Description: In addition to a number of small projects, assistance has been extended to the Ministry of Economic Planning and Development and to equipping the University Library and the Institute of Bilingualism. Another project has been improving the Rodrigues water supply.

CIDA-940

Nigeria

Description: Major projects in Nigeria include the improvement and expansion of railway facilities, power supply, and telecommunications; aerial photography and mapping; Hadejia River Basin study; and, in the education field, the rehabilitation and reconstruction of the University of Nigeria, and support of the Institute of Applied Sciences and Technology, Ahmadu Bello University, Koduma Polytechnic, Maiduguri Technical College and Bénin City Technical High School.

CIDA-950

Sierra Leone

Description: Mission-administered funds have been made available for community health projects, the provision of equipment for the school improvement program, and for iron ore mining.

CIDA-960

Somalia

Description: Although CIDA's program for Somalia has included a number of small projects, assistance has been given largely in the form of food aid.

CIDA-970

South Africa

Description: Mission-administered funds for small projects.

CIDA-980

Namibia (South West Africa)

Description: Refugee training project.

CIDA-990

Swaziland

Description: Mission-administered funds have been made available for technical assistance to the Ministry of Education, the Swaziland Railway, forestry development, dairy farming, rural water supply improvement, a geochemical study, and telecommunications equipment. Support has also been extended to projects carried out by the World University Service of Canada and the University of Saskatchewan.

CIDA-1000

Tanzania

Description: In Tanzania, CIDA's long-standing participation in wheat production is having a measurable effect on the goal of self-sufficiency in wheat, an objective that could be reached in the next decade. In the agricultural field, assistance has been made available for irrigation, water and power development, beekeeping, and farm equipment. Continued support has also been given to the construction and equipment of the railway, and for power transmission lines, aerial mapping surveys, mining, and industrial development. Several government ministries, in particular the Ministry of Natural Resources and Tourism, have also been given assistance to promote the development of Tanzania's national parks and the Serengeti Research Institute. Finally, teachers and equipment have been provided to assist the National Vocational Training Plan, the Institute of Development Management and the teacher training-college program.

CIDA-1010

Uganda

Description: CIDA's aid program for Uganda includes support for forestry and fisheries development, dairy farming, a land use program, the Nkuruba beef farm and feed mill, the Murchison Falls power project, geological surveying, the provision of teachers and university professors, and the establishment of a faculty of veterinary science at Makerere University College in Nairobi. Emergency relief has been extended to Ugandan refugees and support given to the Uganda reconstruction effort.

CIDA-1020

Zambia

Description: Wheat research and production is a major element in CIDA's program for Zambia. It also includes technical assistance to the ministries of Lands and Agriculture and Water and Natural Resources, for dairy farming, maize and fertilizer storage, and a tsetse fly control pilot project. Technical assistance and equipment have been provided for Zambia's railways, and a large-scale program undertaken to construct feeder roads for fisheries development. Finally, teachers and equipment have been supplied for the Zambia Institute of Technology at Lusaka, and architectural and technical services programmed for the proposed Institute of Technology at Kitwe.

Francophone Africa Branch

Canada has been increasing its assistance to the most disadvantaged countries and peoples in francophone Africa. In the Sahel, substantial assistance has been provided to promote the development of agriculture and end the isolation of countries and areas within countries through the construction of roads and railways, the Panafrican Telecommunications Network (PANAFTEL), and the *Centre régional de télédétection de Ouagadougou* (RTO). In addition, the transfer of resources and industrial co-operation with middle-income countries has been increasing. Overall, the transportation, agricultural, education, public services (hydro-electricity and energy generally) and communications sectors have received most of the funding.

Classes of Records

CIDA-1030

Mali

Description: CIDA's aid program for Mali includes a large-scale integrated rural development project, food aid, electrical transmission line building, administrative aid and equipment for railways, shipping, and hydraulics reinforcement. In the educational field, arrangements were made to provide teachers for the Central School for

Industrial, Commercial and Administrative Training, and for the scholarship program.

CIDA-1040
Niger

Description: Niger continues to share with Mali and Upper Volta in an extensive plants protection project. Other projects include the provision of teachers and equipment for the *Lycée Mariana*; training of scholars in Canada; technical training; assistance in the mass preventive medicine sector; agricultural development; railway, road, and river navigation improvement; a geophysical survey; mineral research; and aid to co-operatives.

CIDA-1050
Chad

Description: CIDA's aid program for Chad has included educational assistance; the provision of technical advisers in human resources planning and agriculture; reforestation; water improvement; food aid; and assistance under the Sahelian Zone Drought Relief and Development Fund. *Note*: This program is currently limited to mission-administered funds (MAF) and non-governmental organization (NGO) projects.

CIDA-1060
Upper Volta

Description: Educational assistance to Upper Volta has featured a multiannual scholarship program and technical training in health and public works. In addition to food aid, current economic projects include support for the national program for crop protection; dam building; continuing geophysical exploration; and road and railway improvement.

CIDA-1070
Senegal

Description: CIDA's aid program to Senegal is primarily carried out through bilateral projects, but also benefits from NGO, institutional and industrial co-operation projects. Sectors of concentration include fisheries, electricity, village hydraulics, integrated rural development, and human resources development. Commitments in the educational sector will soon be completed. Major projects currently consist of assistance to small fishermen, protection and surveillance of off-shore fishing, power lines, studies for planning of electrical development, construction of village wells, local integrated rural development, a program of student grants, construction and technical assistance to the Polytechnic School of Thies. A major interstate project (OMVS) will contribute to the development of the Senegal river basin. Food aid is also provided annually. Finally, numerous small projects are implemented through mission-administered funds; and substantial NGO activities are being undertaken in rural development.

CIDA-1080
Mauritania

Description: CIDA's aid program in Mauritania consists primarily of annual food aid and numerous small projects financed through mission-administered funds. Also being provided is technical assistance to the Ministry of Planning and Student Grants.

CIDA-1090
Guinea-Bissau

Description: CIDA's program for Guinea-Bissau consists of numerous small projects financed through mission-administered funds, as well as contributions by the Institutional Co-operation Division through Canadian institutions.

CIDA-1100
Cape Verde Islands

Description: CIDA's program in these islands consists of numerous small projects financed through mission-administered funds.

CIDA-1110
Algeria

Description: Educational advancement has been an important aim in the program for Algeria, and has included the provision of teachers and professors at the *lycée*, technical school, college and university levels; and, in the health field, support for the Health Technological Institute and the Institute of Medical Sciences at Oran. Other projects have included agricultural, forestry and fishery development; mining exploration; railway, civil aviation, and radio communications development; water resources improvement.

CIDA-1120
Ivory Coast

Description: Important projects in Ivory Coast are the Abidjan-Niger railway linking Ouagadougou, the capital of Upper Volta, to Ivory Coast and the *Centre araignées* rural electrification project. The program also embraces mining exploration, geophysical air surveys, photogeology, and water resources improvement. Educational assistance has included the provision of teachers and professors at the *lycée*, technical school and university level; librarians for the National Library; and staff and equipment for educational television and the Pedagogic Research Institute.

CIDA-1130
Tunisia

Description: Tunisia has been the recipient of assistance in agricultural development, electrical power production and transmission, industrial development, educational advancement and the improvement of health and hospital facilities. Teachers have been provided for the National Schools of Administration, Social Workers, and Co-operation; for the Centre of Office Workers Training and Development; and for the School of Civil Aviation and Meteorology. The agricultural program includes irrigational dam building, veterinary services, beekeeping, poultry farming and dryland culture; in addition, technical assistance has been provided to promote fisheries development.

CIDA-1140
Morocco

Description: Agricultural development and human resource development have been primary objectives of CIDA's extensive and varied aid program for Morocco. Support has been given to the National School of Agriculture; to the Hassan II National Agronomic Institute; to the *Institut national de statistique et d'économie appliquée*, and to poultry research, seed and cattle improvement, and dairy farming. Other projects have included assistance for mining and fisheries development and in education for the provision of university professors and teachers for the regional education centres. In addition, a line of credit has been provided for the construction of cold storage facilities.

CIDA-1150
Malagasy Republic

Description: Through CIDA's aid program teachers have been made available to the Sacré-Coeur d'Antanamina School at Tananarive, to Saint-Joseph College at Antsirabe, and to the private sector. Support has also been given to hydro-electric development, rural electrification and civil aviation.

CIDA-1160
Cameroon

Description: In Cameroon the emphasis in the aid program has been on infrastructure expansion of Douala harbor and improvement to the Transcameroun Railway. Assistance has also been given to rural development, artisanal fisheries, well drilling, rural electrification and management of forest resources. Technical assistance has also been provided, mainly for education purposes (primary, secondary and university levels).

CIDA-1170
Rwanda

Description: The co-operation objectives of Rwanda reflect the overall goal for poor countries: they include participation in the agricultural development program (Mutara) and in the educational sector *Université nationale de Rwanda* (UNR). The aid program focuses on bilateral assistance to four projects – technical assistance to the *Université nationale du Rwanda*, provision of goods and services for the development of the Mutara wetland valleys, participation in the modernization and maintenance of a telecommunication system, and contributions to a geophysical survey. Food aid is also provided, as well as support from non-governmental organizations and the Institutional Co-operation and Development Services Division for health and vocational training.

CIDA-1180
Congo

Description: Assistance in the Congo has focused on civil aviation, telecommunications and radio-television broadcasting, and improvement to the Congo-Ocean Railway, the only remaining project, which is scheduled to terminate in 1984.

CIDA-1190
Zaire

Description: CIDA has historically provided Zaire with assistance in forestry, agriculture, road transportation, education and financed studies in microwave communication and power transmission. The program is focused on two sectors of Canadian expertise – forestry (education, inventory, technical assistance and logging) and rural development (co-operatives, marketing, livestock, improvement and assistance to small and medium-sized enterprises). In addition, CIDA is supporting a basic products project and one of technical assistance to the government departments concerned.

CIDA-1200
Togo

Description: In Togo the aid program comprises technical assistance to the national railways system and mission-administered funds for small-scale projects.

CIDA-1210
Bénin

Description: Support has been provided for the Technical University College, for pre-vocational and secondary education courses, for the School of Magistrature and Administration, and for health services studies. Technical assistance and equipment have also been made available for the Ghana-Togo-Dahomey power transmission line.

CIDA-1220
Gabon

Description: A primary aim of the aid program for Gabon is in education, through the provision of technical school teachers and professors. However it has also involved support for the Poubara dam, and a pulp mill feasibility study.

CIDA-1230
Angola

Description: A mission-administered fund has been set up to finance small projects in Angola.

CIDA-1240
Burundi

Description: Burundi receives Canadian aid through UN agencies, non-government organizations, and small-scale projects funded by mission-administered funds, primarily in the health and infrastructure development sectors.

CIDA-1250
Republic of Guinea

Description: CIDA support has been made available for small-scale fishing development in the Republic of Guinea; currently, assistance is being provided to small and medium-sized enterprises.

CIDA-1260
Central African Republic

Description: Mission-administered funds have been made available for small-scale projects, mainly in the rural development, health and education sectors.

CIDA-1270
Sao-Tome-Principe

Description: Mission-administered funds have been made available for small projects.

Resources Branch

The Branch provides professional, technical and some administrative services to client branches. As an advisory body, it provides the necessary sectoral expertise to support the Multilateral Programs Branch in identifying the main thrusts of its country programs through an analysis of the Canadian industrial resource base. It also develops and updates, in co-operation with the Policy Branch, the sectoral guidelines in the orientation of the Agency's programs and projects. As a sectoral organization covering the various fields of technology and logistics, the Branch provides liaison with the private sector and other government departments involved in aid projects abroad. It also monitors projects to ensure that the technical quality of work being performed by Canadian consultants, contractors and technical assistants meets a high standard of proficiency and that these services are dispensed economically. Finally, it plans the development of sectoral expertise with a geographic focus in support of the geographic divisions within agreed 'Area Branch' concepts.

The Branch comprises five Divisions: Infrastructure, Natural Resources, Social Development, Material Management and Professional Services.

Infrastructure Division

The Division provides advice and related technical services in the identification, planning and implementation of projects in transportation, energy, water supply and municipal engineering, architecture and structures and communications.

Classes of Records

CIDA-1280
Telecommunications

Description: Information on the technical identification, planning and implementation of CIDA's telecommunications projects. *Topics:* Radio, telephone and microwave installations; ground, sea and air navigational aids for industrial and domestic purposes; associated facilities, material and equipment.

CIDA-1290
Transportation

Description: Information on the technical identification, planning and implementation of projects in transportation. *Topics:* Intermodal and unimodal feasibility studies; air, road and marine transportation projects.

CIDA-1300
Energy

Description: Information on the development of energy resources. *Topics:* Feasibility studies; technical advice; power generation –

hydro, thermal, geothermal; power transmission and distribution; construction of energy-related infrastructure.

CIDA-1310
Water

Description: Information on the development of water resources, either ground or surface. *Topics:* Quality control; distribution for industrial or domestic purposes; eventual disposal or recycling.

CIDA-1320
Architecture and Structures

Description: Information on the planning and implementation of CIDA projects involving industrial, institutional and residential buildings, and structures such as power transmission towers, bridges, viaducts, and grain elevators.

Natural Resources Division

The Division provides advice and related technical services in the identification, planning and implementation of projects in agriculture, forestry, mining, fisheries, industrial development and resource inventories.

Classes of Records

CIDA-1330
Agriculture

Description: Studies in rural development, plant sciences, zoology and the management of agricultural projects.

CIDA-1340
Forestry

Description: Studies to compile inventories of hardwood or pulpwood reserves.

CIDA-1350
Mining

Description: Studies associated with geological surveys, mining explorations and the management of mining projects.

CIDA-1360
Fisheries

Description: Information on the planning and implementation of projects in the fishing industry. *Topics:* Studies associated with fresh water and salt water fish products technology.

CIDA-1370
Industrial Services

Description: Information on primary, secondary and service industrial projects, including studies associated with market and other surveys.

CIDA-1380
Resource Inventories

Description: Information on planning and implementation of projects associated with preparing inventories of earth resources. *Topics:* Studies in airborne geophysics, remote sensing, photogrammetry and similar technologies used in the discovery of the earth's natural resources.

Social Development Division

The Division provides advice and associated technical services in the identification, planning and implementation of projects in education, health, human settlements and institutional support.

Manuals

- *Technical Assistance Regulations*
- *Co-operants Manual*
- *Trainees Manual*

Classes of Records

CIDA-1390
Education

Description: Studies to determine the scope of projects to be undertaken in the field of education. *Topics:* Need for educators; establishment of norms for the construction of related infrastructures.

CIDA-1400
Health

Description: Studies in public health, control of water and airborne diseases, epidemiology, parasitology; also the training of staff, establishment of facilities, and setting of standards for the operation and maintenance of these facilities, material and equipment.

CIDA-1410
Human Settlements

Description: Feasibility studies in demography and human habitat, as well as the implementation of human settlements projects.

Materiel Management Division

The Division provides advice to client branches on procurement and shipment practices for materiel, equipment, and related services associated with aid programs and projects, including lines of credit. It also provides services for the procurement and shipment of food and commodities. The Division formulates materiel and equipment specifications and monitors the performance, as to quality, quantity and scheduling, of the Department of Supply and Services or any other procurement agency.

Classes of Records

CIDA-1420
Commodities and Lines of Credit

Description: Information on the procurement of commodities financed under lines of credit of CIDA.

CIDA-1430
Materiel Specifications

Description: Information on the identification of materiel and equipment project components; also the planning and implementation of projects associated with lines of credit.

CIDA-1440
Food and Transportation

Description: Information on the planning and implementation of projects associated with the food aid and emergency relief programs. *Topics:* Sourcing, pricing and delivery schedules; modes of transportation – materiel, equipment, food and commodities; delivery schedules.

CIDA-1450
DSS Procurement

Description: Information on the procurement of materiels and equipment financed under grants. *Retrievability:* Files arranged by project and geographical area.

Professional Services Division

The Division provides general professional and administrative support services common to other scheduling and programming units and maintains records of all work requests received by the Branch. It carries out the selection and recruitment of all technical assistance required for projects, the placement and administration of trainees, as well as the selection of consultants, individuals, firms, institutions, contractors and trading houses required in the planning and implementation of CIDA projects or CIDA in-house requirements. The Division comprises five sections: Branch Secretariat, Consultant Selection Secretariat, Consultant and Industrial Relations, Human Resources and Contract.

Manuals

- Computer system on consultants' contracts — listing of contracts signed by CIDA
- *Overseas Index Record System*
- Allowance indexes
- Post-rating storage of technical assistance contract information
- Storage of information on personal service contracts — in-house consultant data bank

Class of Records

CIDA-1460
Contracts

Description: Information on consultant, personal service, and technical assistance contracts.

Canadian Livestock Feed Board

Background

The Canadian Livestock Feed Board (CLFB) derives its origin from a policy conceived as a result of representations made by various farm organizations of Eastern Canada and British Columbia through the Canadian Federation of Agriculture. In 1965, following an all-party recommendation, the Board was formed. On April 6, 1967, appointments to the Board were announced and the Montreal Headquarters was established two months later.

Laws and Regulations

The Board operates under the authority of the *Livestock Feed Assistance Act* 1966-67, c.52, s.1. Freight assistance payments are made under the *Feed Grain Transportation and Storage Assistance Regulations*. The Board also administers, in co-operation with Agriculture Canada, three storage programs, namely the Local Feed Grain Security, New Inland Elevators and Existing Inland Elevators programs. These programs are administered under the authority of Treasury Board minutes.

Overall Responsibilities

The basic objectives of the Board are to attempt to ensure, within the framework of the *Livestock Feed Assistance Act*, that livestock feeders in Eastern Canada and British Columbia have available, at the right time and locations, in sufficient amounts, the various categories of feed grains they require for feeding their livestock and poultry. At the same time, the Board also ensures that feed grain prices with respect to those of basic sources of supply are reasonably stable, and that there is a fair equalization of prices of feed grains within Eastern Canada and British Columbia. This duty calls for continuous methodical research into markets and transportation developments, flow of grains, utilization of storage space, consumption patterns of feed grains for various livestock and industrial uses.

Because of the complexity of the feed grain economy and the major impact of its operations the Board maintains relations with government agencies, trade organizations, farmers associations, and universities across Canada.

At the federal level, the Board has close contact with Agriculture Canada, the Canadian Wheat Board, the Canadian Grain Commission, Statistics Canada, the Farm Product Marketing Council, etc. At the provincial level, the Board has contact with most provincial departments or agriculture. In addition, the Board maintains liaison with individuals and organizations representing both farmers and the trade. Programs

The Feed Freight Assistance Program

This program pays for a portion of the cost of transporting feed grains produced in the Prairie region to grain deficit areas of Eastern Canada, British Columbia, the Yukon and Northwest Territories, and feed grains produced in the Province of Ontario and moved eastward to Quebec and the Atlantic Provinces.

Local Feed Grain Security Program

This Program pays carrying charges on additional physical inventories of eligible grains carried by feed mills located in grain deficit areas of Canada over historical levels. It will end on March 31, 1985.

New Inland Elevator Program

This program pays up to fifty percent of capital costs of building to a maximum of $500,000. This program ended on March 31, 1983, while the program dealing with expansions to existing facilities ended on March 31, 1982.

Access Procedures

All requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canadian Livestock Feed Board
P.O. Box 177
Snowdon Station
Montreal, P.Q.
H3X 3T4
Telephone: (514) 283-7505

Canadian Radio-television and Telecommunications Commission

Background

The Canadian Radio-television and Telecommunications Commission (CRTC) is an independent public authority established by Parliament in 1968 as a successor to the Board of Broadcast Governors, an earlier regulatory agency. Its mandate was to regulate and supervise all aspects of the Canadian broadcasting system. These responsibilities were enlarged in 1976 by the *Canadian Radio-television and Telecommunications Commission Act*, under which the Commission assumed responsibility for regulating telecommunications carriers within federal jurisdiction.

Laws and Regulations

Under the Broadcasting Act of 1968, amended by the *CRTC Act* of 1976, the CRTC must "regulate and supervise all aspects of the Canadian broadcasting system" so as to implement the policy outlined by Parliament in Section 3 of the Act. To this end, the CRTC has made regulations and policies and set operating guidelines. The CRTC's *AM, FM, and TV Broadcasting Regulations* deal with the type of matter broadcast, the percentage of Canadian content and advertising material, the class of the licences and, for the FM, the amount of time devoted to programs that require the listener's more-than-casual attention ("foreground" format). The *Cable TV Regulations* set the television and radio service priorities, the requirements for the community channel and the provisions for substitution of identical signals.

The Commission's role and responsibilities with respect to federally-regulated telecommunications carriers are defined in the *National Transportation Act* and the *Railway Act*. The *National Transportation Act*, passed in 1967, vested regulatory authority over telecommunications in the Canadian Transport Commission. In 1976, the enactment of the *Canadian Radio-television and Telecommunications Act* transferred this authority to the CRTC.

Overall Responsibilities

In broadcasting matters, the CRTC regulates both the public and the private broadcasters. It has the power to issue, renew, amend, suspend or revoke licences and to set any conditions of licence it feels necessary. With respect to federally-regulated telecommunications carriers, the CRTC has the power to ensure that the rates charged by the carriers are just and reasonable, and that rates and tariffs are not unjustly discriminatory. The Commission's approval is also required for traffic agreements and capital stock issues.

General Information

General information can be obtained either in person, by telephone, or by writing to the following services at the CRTC Headquarters at the Central Building of Les Terrasses de la Chaudière at 1, Promenade du Portage in Hull, P.Q..

Library

Second Floor
Telephone: (819) 997-4484

Public Examination Room

Fifth Floor
Telephone: (819) 997-2429

Information Services

Second Floor
Telephone: (819) 997-0313

Statistical Information Centre

Second Floor
Telephone: (819) 997-4624

Publications

The CRTC's publications are listed in its *Annual Report*. They are either priced, that is, available from the Canadian Government Publishing Centre, Supply and Services Canada, Hull, P.Q., K1A 0S9, or a bookseller dealing in government documents, for the price indicated next to the title; or available free of charge from the CRTC Information Services, Ottawa, K1A 0N2.

Glossary of Key Terms

- "Broadcasting" — Any radiocommunication in which the transmissions are intended for direct reception by the general public.
- "Radiocommunication" — Any transmission, emission or reception of signs, signals, writing, images, sounds or intelligence of any nature by means of electromagnetic waves of frequencies lower than 3,000 Giga-cycles per second propagated through space without artificial guide.
- "Telecommunications" — Any transmission, emission or reception of signs, signals, writing, images or sounds or intelligence of any nature by wire, radio, visual or other electromagnetic system.
- "Intervention" — A written statement submitted by any person ("intervener") who is interested in any application for the purpose of supporting, opposing, or modifying it.
- "Tariff" — Any publication containing rates, charges, rules, regulations, conditions, specifications or requirements related in any way to the furnishing of telecommunications services or facilities to any person by a regulated company.

Regional Offices

The CRTC maintains four Regional Offices to establish the Commission's presence in the community. These offices provide a link between the Head Office and the licensees, provincial and municipal governments, local groups, and the public.

In addition to searching out areas needing new broadcasting services, and assessing existing services, the Regional Offices are available to provide general information and assistance to the public, applicants, interveners and licensees in the regions.

Atlantic Region

Director General
Canadian Radio-television and Telecommunications Commission
Barrington Tower, Room 428
Scotia Square
Halifax, N.S.
B3J 2A8
Telephone: (902) 426-7997

Quebec Region

Director General
Canadian Radio-television and Telecommunications Commission
1410 Stanley Street, 10th Floor
Montreal, P.Q.
H3A 1P8
Telephone: (514) 283-6607

Midwest Region

Director General
Canadian Radio-television and Telecommunications Commission
Kensington Building
275 Portage Avenue
Winnipeg, Manitoba
R3B 2B3
Telephone: (204) 949-6297

Pacific Region

Director General
Canadian Radio-television and Telecommunications Commission
701 West Georgia Street
Suite 1130
Box 10105
Vancouver, B.C.
V7Y 1C6
Telephone: (604) 666-2111

Access Procedures

All requests made to the CRTC under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Canadian Radio-television and Telecommunications Commission
Central Building, 7th Floor
Les Terrasses de la Chaudière
1 Promenade du Portage
Hull, P.Q.
K1A 0N2
Telephone: (819) 994-5366

Broadcasting Directorate

Financial and Corporate Analysis Branch

This Branch is responsible for developing and applying the analytical tools needed for the financial assessment of broadcasting proposals, new undertakings or amendments, and their probable effect on the existing broadcasting systems and the public; developing and applying the ownership policy to proposals before the Commission and providing advice on the probable consequences of changes in or deviations from that policy; developing and continuously maintaining adequate and relevant financial and statistical information; analyzing and assessing the performance of the broadcasting industry and its operators in order to assist in the regulation of the industry; conducting market analyses to determine the commercial viability of radio and television stations; determining the feasibility of extending broadcasting coverage to specific areas; and acting as an economic consultant to other branches of the Directorate, other Directorates, and the Commission for the development of policy and the analysis of actual and potential effects of various Commission policies and proposed policies on the economic viability of the sectors of the industry.

Broadcast Technical Planning and Analysis Branch

The Branch's principal responsibilities are to advise the Commission on the technical acceptability of applications being heard by the Commission; to prepare technical plans and to analyze the methods whereby radio, television, and cable TV services can be economically extended to regions of Canada which are not now adequately served; to develop and maintain comprehensive records on the technical parameters of all stations licensed by the Commission in order to be capable of providing rapid response to inquiries on service availability; to act as the Commission's technical delegate on all interdepartmental and international groups, committees and conferences where the CRTC's interests must be represented; to work with industry and other government departments and agencies to modify the design of broadcast receiving and transmitting equipment in order to promote improvement in the quality of signals received by the public and to encourage the development of new and innovative services; and to act as a liaison group with the Department of Communications on all technical matters concerning broadcasting, including specific applications, spectrum and frequency allocation matters, and the preparation of technical rules and regulations.

Broadcast Programs Analysis Branch

The Branch is responsible for exploring issues raised by programming policy and practice, for carrying out surveys among audiences, broadcasters and programmers, and for carrying out research that helps develop policies and regulations that affect programming on television, radio and cable community channels.

Broadcast Operations Branch

This Branch oversees the processing of broadcasting and cable applications and is responsible for the co-ordination of the overall licensing function of the Commission. It also performs monitoring and assessment tasks associated with advertising broadcast in Canada, assures compliance with and enforcement of general programming regulations (such as Canadian content regulations) and individual performance promises made by television and radio stations.

Corporate Management Directorate

Statistical Information Centre

The Centre is responsible for the collection and dissemination of statistical and descriptive information of general interest to the Commission. It maintains an information inventory of both internal and external sources, and serves as a liaison with external bodies to encourage the exchange of useful information in the domains of broadcasting, telecommunications and communications in general.

Finance and Management Services Branch

This Branch provides financial, program planning, management, and administrative services to ensure the most effective operation of the Commission and the most cost-effective and efficient development and use of new services and facilities.

Personnel Branch

The Branch advises the Chairman and Branch Directors on all aspects of personnel administration.

Central Records Unit

The Unit co-ordinates record management procedures within the Commission and is responsible for recording, protecting and filing records with the Records Management Office.

Information Management Directorate

In addition to the Statistical Information Centre, Information Management co-ordinates the activities of the CRTC Library and Information Services (which serve the general public) as well as those of the Correspondence Unit which directs, controls and monitors the flow of correspondence between the Commission, the public and external agencies.

Research Operations Directorate

The overall objective of CRTC Research Operations is to study the general field of broadcasting and telecommunications in order to assist the Commission in understanding the social and cultural implications of its general development, as well as to identify specific issues and propose alternative solutions to the problems of this field. The projects chosen relate to issues which are major problems not dealt with ordinarily by operational directorates, but which are amenable to solution.

Telecommunications Directorate

Operations Branch

The Branch is responsible for the analysis, review, preparation and implementation of tariffs of the federally-regulated carriers, the analysis of rates dealing with new applications, the review of construction programs and the quality of service of the carriers in support of the Commission's regulatory responsibilities, and the investigation of complaints or inquiries from users of telecommunication services.

Financial and Economic Analysis Branch

The Branch is responsible for developing financial and economic analyses of major applications and tariff filings, ensuring that the accounting methods and costing procedures employed by the federally-regulated carriers are consistent with the requirements of the Commission, co-ordinating analysis of statistical information on federally-regulated carriers, and anticipating emerging policy issues which may dominate or influence the regulatory process in the next five years.

Secretariat

Planning and Scheduling Branch

This Branch is responsible for recording the applications the Commission receives, maintaining up-to-date information on the progress of each one, co-ordinating the scheduling involved in planning the Commission's overall operational processes, and maintaining machine-readable reports on licensees.

Public Hearings Branch

This Branch is responsible for the administration and co-ordination of the CRTC's public hearing and statutory functions in broadcasting and telecommunications. In addition to its responsibilities for administering the public hearing process and procedures, the development and co-ordination of notices, agendas and the promulgation of policies and regulations, the Branch is also responsible for co-ordinating the analysis of interventions.

Legal Directorate

General Counsel's Office

The CRTC's General Counsel and staff provide legal services to the Commission concerning the interpretation and implementation of the *CRTC Act*, the *Broadcasting Act*, the various acts on telecommunications, statutory instruments made pursuant to these Acts and the related federal and provincial legislation. Counsel advise the Commission of the legal implications in policy matters, conduct questioning and advise on procedural matters at public hearings. They also make recommendations and carry out legal proceedings instituted by or against the Commission.

Classes of Records

CRTC-10

Canadian Program Recognition

Description: Information on the recognition by CRTC of programs which are considered to be "Canadian" in content. *Topics:* Canadian content analysis; Canadian talent reports from media; programming production; program categories. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRTC-20

Political Broadcasts

Description: Information on political broadcasting. *Topics:* Reports on political broadcasting; election summary reports; correspondence on the coverage of political issues on radio and television. *Retrievability:* Files arranged by date of broadcast.

CRTC-30

Processing of Applications

Description: Information on broadcasting and cable applications. *Topics:* Public hearing decisions; notices; programming evaluations; program schedules; media visit reports. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRTC-40

Correspondence on Programming

Description: Correspondence on programming between broadcasters, cable operators, the public and the Commission. *Topics:* Complaints; program schedules; applications; equipment surveys; community programming on cable; correspondence on programming in general. *Retrievability:* Files arranged by call sign (broadcasting) and location (cable).

CRTC-50

Advertising Content

Description: Information on the content of advertising on radio and television. *Topics:* Complaints; program logs; Canadian content questionnaires; compliance with policies and regulation; pre-clearance of scripts; production houses; particular types of advertising - political, religious, advocacy, feminine hygiene, etc. *Storage Medium:* Paper and computer tapes for programming logs. *Retrievability:* Files arranged by subject or licensee organization.

CRTC-60

Policy Evaluation and Regulation Development

Description: Information on the development and evaluation of CRTC policies and regulations in the areas of broadcasting and cable television. *Topics:* Television regulations; radio regulations; FM policy; cable regulations; Canadian content; Canadian programming production; pay television; religious broadcasting; sports broadcasting; balance in programming; copyright; and other policy issues of concern in the Commission.

CRTC-70

Financial and Operating Statistics on Licensees

Description: Financial information and other operating statistics submitted on an annual basis by licensees in forms known as "Annual Returns, "collected under the *Statistics Act*. *Topics:* Ownership; management officers; income statements - revenues, expenses and profits; balance sheets; assets; depreciation; debt and equity securities; monthly cable rates and installation charges; subscriber counts and operating statistics on cable television. *Retrievability:* Files arranged by call sign and media type.

CRTC-80

Ownership of Broadcasting Undertakings

Description: Information on the ownership history of radio, television and cable television undertakings. *Retrievability:* Files arranged by licensee.

CRTC-90

Technical Briefs

Description: Technical information supplied to the Commission in the form of engineering briefs concerning the establishment of new or modification to existing radio and television stations. *Topics:* Applicant; station identification; location of transmitter; population and households covered by signal; channel frequency and power; signal interference; other relevant engineering data. *Retrievability:* Files arranged by medium and location.

CRTC-100

Economics and Marketing

Description: Marketing analyses of communities to assess the economic viability of new broadcasting undertakings in these communities. *Topics:* Demographies; audience statistics; financial and technical statistics on licensed stations in area; marketing analysis. *Retrievability:* Files arranged by location of community.

CRTC-110

Inquiries and Complaints

Description: Inquiries and complaints dealing with services provided by federally-regulated telecommunications carriers. *Topics:* Quality of telephone service; construction programs. *Retrievability:* Files arranged by telecommunications carrier or complainant.

CRTC-120

Applications

Description: Information on telecommunications proceedings from the application to the final decision. *Topics:* Applications; interventions; interrogatories; public hearing transcripts; exhibits; public notices; decision. *Retrievability:* Files arranged by applicant and date and location of public hearing.

CRTC-130

Correspondence on Telecommunications Regulations

Description: Correspondence and agreements between the regulatory agencies and independent telephone companies and other telecommunications carriers. *Topics:* Tariff agreements; general regulations; and related correspondence. *Retrievability:* Files arranged by carrier or company.

CRTC-140

Tariff Applications

Description: Information on tariff applications by federally-regulated telecommunications common carriers. *Topics:* Tariff applications; rates; new tariff items and revisions. *Retrievability:* Files arranged by carrier.

CRTC-150

Research Grants and Contributions

Description: Information on applications for research grants and contributions. *Topics:* Name and address of applicant; outline of objectives of project; operational plan for carrying out the project; breakdown of total resources required; other sources of funding; period over which project extends; ultimate benefits to be derived from the project; referee report prepared by a research branch member.

CRTC-160

Research Documentation

Description: Documentation on broadcasting and telecommunications. *Topics:* Acts of Parliament; advertising; air of death; annual reports; audience analysis; bibliography; British Broadcasting Corporation (BBC); broadcasting; Bureau of Broadcast Measurement (BBM); cable; Canadian Broadcasting Corporation (CBC); Canadian content; Canadian culture; CRTC; children; cinema; communications; community stations; consumerism; content analysis; content hearings; educational television; U.S. Federal Communications Commission (FCC); fiction; Frye, Northrop; Grierson, J.; history of broadcasting; Innis, H.A.; leisure; *Market Facts*; miscellaneous monitoring; multiculturalism; music and record industry; National Film Board (NFB); Ontario Educational Communications Authority (OECA); Ontario Institute for Studies in Education (OISE); pay TV; policy; population; press; printing; production industry; program types; radio; reference; satellites; senior citizens; sociology; speeches; Spry, G.; systems; technology; telecommunications; television; Television Assessment Program (TAP); video production; violence and women. *Storage Medium:* Video tapes. *Retrievability:* Files arranged by author's name and subject matter.

CRTC-170

Interventions

Description: Information on interventions received by the CRTC to support, oppose or modify an application. *Topics:* Name, address and telephone number of intervener (or his agent); text of intervention; and related correspondence. *Retrievability:* Files arranged by applicant name or by date and location of public hearing.

CRTC-180

Broadcasting Decisions

Description: Complete computerized index of all applications to the CRTC; also broadcasting and cable decisions. *Retrievability:* Files arranged by decision number, licensee name, public hearing location.

CRTC-190

Personnel Administration

Description: Information on all aspects of CRTC personnel administration.

CRTC-200

Commission Proceedings

Description: Information on Commission proceedings dealing with broadcasting and telecommunication matters. *Topics:* Public notices; public announcements; decisions; circular letters; telecommunications orders; and public hearing transcripts. *Storage Medium:* Public hearing transcripts available on microfilm. *Retrievability:* Files arranged by applicant, date, and location of public hearing.

CRTC-210

Statistical Information

Description: Information on all aspects of broadcasting and telecommunications in Canada. *Topics:* AM and FM radio; television and cable television; advertising; licensing; programming; pay television; telephone services; telecommunications carriers; communications satellites; demographics.

CRTC-220

Inquiries

Description: Requests from individuals or representatives of a company for information about broadcasting undertakings. *Topics:* Requests for information; requests for application form; and relevant correspondence. *Retrievability:* Files arranged by province.

CRTC-230

Commission Finances

Description: Information on the internal financial and administrative activities of the Commission. *Topics:* Accounts; allotments and transfers; allowances; auditing and audits; budgets; cheques, claims; contracts; expenditures; fees; funds; grants and contribution reports; statistics; statements; taxes; travel allowances and expenses.

CRTC-240
Legal Correspondence on Broadcasting

Description: Information on legal issues involving correspondence between a licensee and the CRTC, as well as advice given to the licensing branch on legal matters. *Topics:* Complaints; share transfers; regulation; commercial deletion and substitution; non-compliance. *Retrievability:* Files arranged by medium and licensee name.

CRTC-250
Legal Advice on Broadcasting Issues

Description: Information on internal legal advice on major issues of concern to the Commission in the area of broadcasting. *Topics:* Educational broadcasting; political broadcasts; multilingual and religious broadcasting; communications satellites; pay television; balance in programming; unauthorized broadcasting; obscenity.

CRTC-260
Advertising Practices

Description: Information on media advertising practices that contravene CRTC policy and regulations. *Topics:* Children's advertising; food and drugs; balanced programming; feminine hygiene; commercial production; beer, wine and cider advertising.

CRTC-270
Prosecution Cases

Description: Case documentation, court documents and correspondence during litigation. *Topics:* Canadian content violations; unlicensed systems; excessive commercialism; offensive programming; and other violations of regulations. *Retrievability:* Files arranged by licensee.

CRTC-280
Telecommunications Issues

Description: Information on legal issues involving federally-regulated telecommunications carriers. *Topics:* Rates; tariffs; packet switching services; interconnection; equity issues; toll sharing; agreements. *Retrievability:* Files arranged by telecommunications common carrier.

CRTC-290
Regulations and Policies

Description: Information on policy issues, regulations and rules of procedure. *Topics:* Ownership policy; amendments to regulations; interpretation of regulations.

CRTC-300
Intergovernmental Affairs

Description: Correspondence between CRTC and other federal and provincial government departments. *Topics:* Cable matters; telecommunications information; common carriers; official languages. *Retrievability:* Files arranged by government department.

CRTC-310
Broadcasting and Cable Industry Statistics

Description: Financial and operational statistics on the broadcasting and cable industries. *Topics:* Financial and operational data – radio, television and cable undertakings. *Storage Medium:* Computer. *Retrievability:* Files arranged by licensee, location and year.

CRTC-320
Broadcasting Technical Database

Description: Technical information on operating television and radio stations. *Topics:* Coverage areas; frequency; power; other technical parameters. *Storage Medium:* Computer. *Retrievability:* Files arranged by location and licensee.

CRTC-330
Television Program Logs

Description: Information on television program logs. *Topics:* Origin of program; category of program; and other data obtained from station logs. *Storage Medium:* Computer. *Retrievability:* Files arranged by station and year.

CRTC-340
Licensing, Planning and Control Database

Description: Information on the processing of applications, scheduling of public hearings and licensed radio, television and cable undertakings. *Topics:* Licensees, applications, decisions, public hearings. *Storage Medium:* Computer. *Retrievability:* Files arranged by public hearing date, location, applicant, type of application and date in the case of processing of applications; licensee information retrievable by location, name, decision number, expiry date, public hearing, language, program source, network affiliation, etc.; public hearing information filed by date and location.

CRTC-350
Telecommunications Database

Description: Financial and operating statistics on federally-regulated telecommunications carriers. *Topics:* Financial summaries; operating statistics; construction programs and other relevant information filed with the Commission by common carriers. *Storage Medium:* Computer. *Retrievability:* Files arranged by carrier and year.

Canadian Transport Commission

Background

The Canadian Transport Commission (CTC) regulates transportation in Canada that is under federal jurisdiction. Established by the *National Transportation Act* on September 19, 1967, it succeeded and absorbed the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. In accordance with an earlier Cabinet decision, the Western Division was established in May, 1979 in Saskatoon, Saskatchewan, to enable the Canadian Transport Commission to have a more visible presence in Western Canada, and to provide more direct access to and develop easier and more effective communication with the western community.

Laws and Regulations

The Acts and Regulations listed below are used by Commission employees in the course of their work.

Acts

- *National Transportation Act*
- *Railway Act*
- *Aeronautics Act*
- *Transport Act*
- *Canadian National Railway Act*
- *Government Railway Act*
- *Maritime Freight Rates Act*
- *National Energy Board Act*
- *St. Lawrence Seaway Authority Act*
- *Ferries Act*
- *Shipping Conferences Exemption Act, 1979*
- *Pilotage Act*
- *Lord's Day Act*
- *Atlantic Region Freight Assistance Act*
- *Railway Relocation and Crossing Act*
- *Dominion Water Power Act*
- *Energy Supply Emergency Act*
- *Navigable Waters Protection Act*
- *Carriage of Goods by Water Act*
- *Motor Vehicle Transport Act*
- *Canada Shipping Act*
- *Transportation of Dangerous Goods Act*
- *Safe Containers Convention Act*
- *Federal Court Act*
- *Canada Evidence Act*
- *Interpretation Act*

Regulations

- *CTC General Rules*
- *Air Carrier Regulations*
- *Pilotage Authority — Tariff Regulations*
- *Atlantic Region Selective Assistance Regulations*
- *Atlantic Region Special Transportation Assistance Regulations*
- *Atlantic Region Special Selective and Provisional Assistance Regulations and Amendments*
- *Coasting Trade Exemption Regulations*
- *Railway Regulations*
- *Federal Court General Rules*
- *Supreme Court Rules*

Overall Responsibilities

The CTC's objective is to promote the co-ordination and harmonization of all operations by carriers engaged in transport under federal jurisdiction through effective economic regulation, research and participation in policy development; with respect to rail, its objective is to foster optimum development of safety regulations consistent with the public interest.

The CTC performs all the functions vested in it by the *National Transportation Act*, the *Railway Act*, the *Aeronautics Act*, the *Transport Act* and other statutes. It is a Court of Record and its decisions, though binding, are subject to appeal to the Federal Court of Canada on questions of law or jurisdiction, and in other cases to its own Review Committee, the Minister of Transport or the Governor in Council.

Organization

The Commission consists of a maximum of 17 Commissioners including a President, one Vice President responsible for law and the work of the committees and one Vice President responsible for study and research programs. All are appointed by the Governor in Council.

The powers and duties of the Commission are assigned on the basis of committees and branches. There are seven committees, five of which regulate each of the different transport modes — air, rail, water, motor vehicle and commodity pipeline. One committee deals with review and appeals, while the other is concerned with international transport policy matters. The branches specialize in traffic and tariffs, research and departmental administration.

General Information

Information on the different publications produced by the Canadian Transport Commission, major decisions issued, and details on general Commission operations, can be obtained by contacting:

Canadian Transport Commission
Information Services
19th Floor
15 Eddy Street
Hull, P.Q.
K1A 0N9
Telephone: (819) 997-0344

Major Publications

- *Annual Report*
- Orders and Decisions
- Research Reports on major studies
- *Canadian Transport Cases*
- *Air Carrier Regulations*

Access Procedures

Formal requests under the *Access to Information Act* should be forwarded to:

Access to Information Co-ordinator
Canadian Transport Commission
Ottawa, Ontario
K1A 0N9
Telephone: (819) 997-4290

Secretariat

The Secretariat is responsible for duties as defined in Section 11 of the *National Transportation Act*, which include keeping a record of all Commission proceedings, making sure that the regulations and orders of the Commission are duly drawn up, signed sealed and filed, and other duties as directed by the Commission.

It also ensures that pleadings before the Review Committee are properly serviced by preparing background material, communicating Committee decisions to concerned parties and taking minutes of meetings.

Class of Records

CTC-10
Secretariat

Description: Amendments to regulations approved by the Commission; also ministerial correspondence, judgments of the Minister on appeal of CTC's decisions and orders as defined in the *National Transportation Act*, and Orders in Council affecting Commission activities.

Hearing Processing Section

This Section ensures that all necessary arrangements for conducting the Commission's public hearings and inquiries throughout Canada are made, confirmed and communicated to the appropriate officers of the Commission.

Class of Records

CTC-20
Hearings

Description: Transcripts of evidence – the verbatim written record of the Commission's public hearings and inquiries; exhibits – documents filed with the Commission during the public hearings and inquiries in support or rebuttal of oral evidence given by the witnesses; operating files – files used by the Section on an ongoing basis regarding the arrangements of public hearings.

Documents and Publications Processing Section

This Section co-ordinates the printing and distribution of all Commission orders, decisions and special reports as requested.

Class of Records

CTC-30
Documents and Publications

Description: Information on inquiries and requests for copies of Commission orders and decisions.

Public Relations Section

This Section provides information on the different publications produced by the Canadian Transport Commission, including major decisions issued and details on general Commission operations.

Library

The Library supports the information and research requirements of the Commission's staff, although its collection is available to the public for consultation by appointment. It also maintains a collection of monographs, serials, periodicals and microforms in the fields of law, economic regulation and transportation economics and statistics.

Legal Services Branch

This Branch provides legal advice and assistance to the Commission and its various Committees.

Class of Records

CTC-40
Legal Information

Description: Orders and decisions issued by the Commission and its Committees; memoranda – opinions, advice or recommendations on points of law; formal proceedings – applications, interventions, answers and replies to formal proceedings before the Commission and its Committees; and appeals – pleadings and related documents, Federal Court of Canada and Supreme Court of Canada.

Western Division

The mandate of this Division is to perform in the West all functions of the Commission which are delegated by the modal committees. Its area of jurisdiction comprises the western part of Canada, including her inland waters and territorial seas, extending from Thunder Bay to the Pacific Coast for rail transportation, and from the Ontario-Manitoba border to the Pacific Coast for transportation by other modes.

The Division creates and important link with all segments of the transportation industry, commercial business establishments, and transportation users in general. Its responsibilities include rail operations and engineering programs. It has Bulk Commodity Co-ordinators in Thunder Bay and Vancouver; advisors are available to regulate Air Transport and Traffic and Tariff matters; and the administrative functions are handled by a Secretariat and Legal Adviser.

Railway Transport Committee

Responsibilities

The Railway Transport Committee (RTC) regulates rail transportation under the jurisdiction of the federal government pursuant to the *National Transportation Act*, the *Railway Act* and the *Railway Relocation and Crossing Act*. The regulatory activities of the RTC cover both technical and economic aspects of railway operations.

In the technical area, its major regulatory activity concerns rail safety under five broad categories: accident investigation, equipment and infrastructure quality control monitoring, regulation and compliance in the movement of dangerous commodities by rail, rail-highway crossings, and the development of standards. Its second major activity in the technical area is to ensure an adequate quality of service through the monitoring of passenger services, branch line abandonment applications, approval of new track construction, examination of applications for the consolidation of local stations and dealing with complaints put forward by freight shippers, railway passengers and railway labour organizations.

In the area of economic regulation, RTC is responsible for the auditing of the accounts of Canadian railways under federal jurisdiction, analysis and development of railway costing methodologies, the determination of subsidy payments under the *Railway Act*, and the auditing of charges made by the railways to VIA Rail. The Committee is also responsible for economic regulation of rail tariffs, but this is administered by the Commission's Traffic and Tariffs Branch.

Organization

Committee staff at headquarters is organized into three Branches. Technical regulation is carried out by the Safety and Services Branch and the Standards and Development Branch. The Rail Economic Analysis Branch is responsible for the accounting, costing and subsidy activities. The Committee has six Regional Offices in Moncton, Montreal, Toronto, Winnipeg, Calgary and Vancouver.

Class of Records

CTC-50
Secretariat

Description: Information on Committee secretariat services. *Topics:* Orders in Council to appoint Inspecting Engineers; Agent's Book – list of railway company agents located in Ottawa; minutes of Committee meetings; RTC orders and decisions.

Safety and Services Branch

This Branch is responsible for three areas of technical regulation: accident investigation, equipment and infrastructure quality control monitoring, and quality of services.

Manual

- *Program Procedures Manual* — guidelines and procedures for use of Branch officials

Classes of Records

CTC-60
Accident Investigation and Rail Operations

Description: Correspondence and reports on accidents involving railways under the jurisdiction of the CTC; also the handling and operation of trains. *Topics:* Accident reports; train operation monitoring reports; policy and special issue complaints.

CTC-70
Quality of Service

Description: Correspondence, reports and information on the adequacy and quality of train services and related facilities provided to the general public. *Topics:* Train services and related facilities; rationalization of services – abandonment of lines, removal of agents and stations; complaints; policy and special issues.

CTC-80
Equipment and Infrastructure Quality Control

Description: Correspondence, reports and information on Branch activities in the assessment of railway rolling stock and the inspection and evaluation of the railway infrastructure. *Topics:* Railway rolling stock; track and right of way; bridges; policy and special issues; complaints.

Standards and Development Branch

This Branch is responsible for three areas of technical regulation: dangerous commodities, railway-highway crossings, and standards and regulations.

Manuals

- Operating, specification and procedures manuals — guidelines to municipalities and railways to assist in preparation of applications

Classes of Records

CTC-90
Dangerous Commodities

Description: Information on various aspects of transportation of regulated commodities, involving federal, provincial and foreign governments, and private industry. *Topics:* Accidents; chemicals; committee decisions; containers and packaging; explosives handling; policy; regulations.

CTC-100
Railway-Highway Crossings, Railway Signalling and Train Control

Description: Information on railway-highway crossings, railway signalling and train control; includes guidelines and directives to the Canadian Transport Commission Regional Offices, to municipalities and railways to assist in the preparation of applications for construction. *Topics:* Railway-highway crossings – applications for construction and modifications related to safety projects at railway-highway crossings, applications for grants, regional diagnostic reports on applications, recommendations, directives and guidelines, processing of grants, construction and modification plans; construction orders; railway signalling and train control – applications for the installation and modifications of train signal and control systems, investigation reports and recommendations, approval reports, construction and operating orders, directives.

CTC-110
Standards and Regulations

Description: Information on the development of new and revised regulations aimed primarily at railway safety, which cover the operation, inspection and maintenance of rolling stock, heating and power boilers, railway pipe and wire crossings and crossings at grade, grade separations, preparation of accounts for crossing qualification standards, occupational safety and health for train employees, radio communication and environmental protection. *Topics:* Ad Hoc Committee reports; Advisory Committee reports; CTC inquiries and public hearings; federal, provincial and municipal agencies; labour organizations; railway companies; Railway Safety Committee; regulations; standards; Technical Committee reporting to the Railway Safety Committee.

Rail Economic Analysis Branch

This Branch is responsible for railway accounting, costing, and the economics of specific services, including subsidy administration.

Manuals

- *Rail Economic Analysis Procedures Manual*
- *CN Costing System*, Volumes 1 and 2
- CN and CP Costing Manuals
- CN and CP Commodity Costing Manuals
- Internal Procedures Manuals
- Costing Order R-6313 and Amendments
- *Advance Payment Regulations*
- Orders in Council
- CTC Orders and Decisions on Railway Services Analysis Issues

Classes of Records

CTC-120
Cost of Capital

Description: Confidential financial submissions of regulated railways which apply for cost of capital rates in accordance with the relevant sections of the *Railway Act* and the *Railway Costing Regulations*; also amendments to these regulations.

CTC-130
Financial Analysis

Description: Monthly and annual financial reports to the RTC from regulated railways in accordance with the prescribed format of the Uniform Classification of Accounts.

CTC-140
Uniformity in Accounting by Federally Regulated Railways

Description: Information on a prescribed classification of railway accounts (Uniform Classification of Accounts) designed as the standard in providing a database for regulatory and other purposes. *Topics:* Provision, under the *Railway Act*, of an accounting manual; investigations into level of adherence and degree of uniformity; research and revision to accommodate changes in accounting standards, technology and utility.

CTC-150
Audits of Regulated Railways

Description: Information on verification of the accuracy, uniformity and integrity of information provided to the Railway Transport Committee (RTC) by regulated railways to ensure and secure compliance with the *Railway Act*, the *National Transportation Act* and regulations for which the RTC is responsible. *Topics:* Railway accounting system permanent files; *Accounting Systems Analysis Audit Manual*; regular and special examination files; audit reports. *Retrievability:* Files arranged by railway.

CTC-160
Annual Report of Railways

Description: Statistical and financial information on a particular railway, its assets, liabilities, capitalization, revenues, working expenditures and traffic. *Topics:* General corporate information; financial information on rail operations; supplementary financial information; unit information on property; statistical information on rail operations; supplementary statistical information.

CTC-170
Specific Costs

Description: Information on the determination of railway specific costs, including railway and CTC costing information, documentation and associated working papers. *Topics:* Class I railway specific costs; class II railway specific costs; CN-VIA and CP-VIA specific costs; specific costs, by railway and function; specific cost procedure manuals; actual specific cost determinations – working papers by railway and function; audit records of railway billings to VIA Rail Canada Inc.

CTC-180
Unit Costs

Description: Information on the determination of railway unit costs; also railway and CTC information and documentation pertaining to CTC responsibilities and duties under various sections of the *Railway Act*. *Topics:* Class I railway unit costs, by railway; Class II railway unit costs, by railway; verification procedure manuals, by railway; costing manuals, by railway; railway and CTC unit cost working papers, by railway and function; railway price level indices.

CTC-190
Special Costing Studies

Description: Special costing studies initiated both within and outside of the CTC either by federal government requirements or by independent agencies and consulting groups. *Topics:* Working papers; consultants' reports, drafts, recommendations, etc.; railway working papers and submissions; government policy and special issues related to railway operations; special costing studies arising from the incorporation of VIA Rail Canada Inc.

CTC-200
Electronic Data Processing (EDP)

Description: Railway costing databases; railway subsidy payments databases; railway safety and accident databases; CTC programs and documentation for all Branch EDP activities; systems manual for all Branch EDP operations; security documentation for EDP activities; EDP documentation for report publications.

CTC-210
Branch Line Subsidy Program

Description: Information on Branch responsibility to verify railway claim costs and revenues in order to calculate and pay subsidies to the railways. These files contain all railway and CTC official documents and working papers. *Topics:* General costing; Canadian Pacific and Canadian National unit cost working papers; Class II railways; CN-CP subdivisions; cost of capital; branch line; branch line rehabilitation.

CTC-220
Passenger-Train Studies

Description: Information on Branch subsidy payments for passenger services under Section 261 of the *Railway Act*; also the audit of CN and CP billings for passenger-related services to VIA Rail Canada. The files contain railway and CTC official documents and working papers. *Topics:* CN train service; CP train service; VIA Rail Canada; special costing; unit costs; specific costs.

CTC-230
Freight-related Studies

Description: Costing studies carried out on specific commodity movements by rail; includes costing work for rate setting purposes and appeals under the *National Transportation Act*, Section 23; also railway and CTC official documents and working papers. *Topics:* "At and East" (*Railway Act*, Section 272); rapeseed investigations; cost of stop-off-milling in transit; demurrage issues; "At and East" subsidy payments.

Air Transport Committee

Responsibilities

Under the *Transportation Act*, the Air Transport Committee administers the *Aeronautics Act and Regulations* which apply to commercial air services within, to and from Canada. It is responsible for the licensing of air carriers, the surveillance of their services, the control of their prices, the required statistics, and enforcement of the Regulations. The consumers' interests are examined through the processing of complaints and included in the analysis of applications for services and the assessment of tariff prices. The Committee provides advice to the Minister on international bilateral air service agreements, and conducts surveys or investigations at the request of the Minister or on its own initiative.

Organization

The Committee is organized into four Branches comprising a number of divisions: the Administration Branch which includes the Executive Director and the Secretariat; the Air Services Analysis Branch, which includes the Audit Division, and Economic, Financial and Operational Analysis Divisions; the International Air Transport Branch; and the Operations Branch, which includes the Enforcement, Licensing and Tariffs and Services Divisions.

Manuals

- *Administrative Procedures of the Air Transport Committee*
- Tariffs of passenger fares, cargo rates, routines and rules of carriage used by travel agents for tariff quotations

International Air Transport Association (IATA)

- Resolutions
- Fares and rates tables
- Distance manuals
- Airport codes and locations manuals
- Regulations governing hazardous material transportation
- International regulations governing carriage of live animals
- Carriage of specific commodities, the packaging requirements, description and identification of unit load devices (pallets or containers)
- General guide for the preparation and filing by foreign applicants of applications to operate commercial air services and of applications for renewal, suspension, cancellation of or amendment licences

ATC Enforcement Section Operational Guidelines

- Authority guidelines and procedures for enforcement examiners in performing their duties
- General information and instructions for applying for a licence to operate a Canadian commercial air service
- Summary of statistical and financial reporting requirements
- Uniform system of accounts for commercial air carriers
- Instructions concerning the allocation of revenues and costs to subsystems for level I and II carriers

Classes of Records

CTC-240
Applications

Description: Applications for authority or modifications of authorities to operate commercial air services to, from and within Canada and related matters, for which a licence is required under Section 16 of the *Aeronautics Act*. *Topics:* Application specifics; description of proposed service; estimate of potential market; interventions by interested parties; pricing and service plans; detailed operating plans; detailed capital and operating cost estimates; projected financial statement; particulars of company ownership; base protection; deletion or amendment of route protection; proposed changes of contract, consolidation, mergers, leases and transfers; and related staff reports, decisions and orders.

CTC-250
Exemptions

Description: Applications for authority to operate commercial air services to, from and within Canada and related matters by parties who are exempted from having to hold a document of licence. *Topics:* Use of an aircraft for aerial application and distribution by a farmer whose chief source of income is derived from farming; leasing of aircraft; aircraft flown by an employee as transportation in carrying out his duties as an employee; use of aircraft search and rescue operations or to assist in suppression of forest fires; use of an aircraft for checking out another pilot; sharing of operating expenses with the owner of an aircraft; and use of aircraft on glider towing and parachute jumping operations.

CTC-260
Applications for Advance Booking Charters

Description: Applications by licensed air carriers for permits to operate Advance Booking Charters, Entity Charters, Common Purpose Charters and Inclusive Tour Charter flights filed pursuant to the *Air Carrier Regulations*. *Topics:* Application specifics; description of proposed charter program; evidence of financial position of tour operator; scope and frequency of proposed charter program; contract between tour operator and air carrier; tour operator's business experience; tour operator's arrangements for securing of clients' prepayments; staff reports; Committee decision. *Retrievability:* Files arranged by tour operator.

CTC-270
Complaints against Illegal Operations by Licensed Carriers

Description: Complaints received or information uncovered indicating illegal commercial air carrier activity by licensed carriers; Enforcement Section's investigation reports; referral to Licensing or Tariff and Services Division for any administrative action deemed necessary; Enforcement Section's referral to RCMP for investigation towards prosecution; RCMP, Department of Justice and ATC Enforcement Section reports indicating what investigative and prosecutable action was taken and ultimate disposition of the case.

CTC-280
Complaints against Illegal Operations by Unlicensed Carriers

Description: Complaints received or information uncovered concerning illegal commercial air carrier activity by unlicensed air carriers; ATC Enforcement Section investigative reports; referral to RCMP for investigation towards prosecution; RCMP and Department of Justice reports indicating investigative and prosecutorial action taken and final disposition of the case.

CTC-290
Special Tariff Permission Applications

Description: Air carrier Special Tariff Permission applications to depart from one or more provisions of the *Air Carrier Regulations* tariff filing requirements; description of proposed changes with explanations and justification.

CTC-300
Tariff and Scheduled Filing Requirements

Description: Correspondence on tariff and scheduled filing requirements, interpretations, and suspension, rejection, or disallowance action by the Committee.

CTC-310
Power of Attorney and Concurrence Documents

Description: All correspondence on the compliance with filings of power of attorney and concurrence documents.

CTC-320
Contract Forms

Description: Contract of Air Transportation forms.

CTC-330
Free and Reduced Rate Transportation

Description: Copies of airline procedures manuals on free and reduced rate transportation; requests for special permission to carry free or at reduced rates certain categories of freight and passengers which are not covered in regulations.

CTC-340
Insurance

Description: Information on insurance – limits of liability.

CTC-350
Accounts and Statistics

Description: ATC accounts and statistics.

CTC-360
War Measures Act

Description: Information on the *War Measures Act*; planning for emergencies and crisis situations.

CTC-370
Fuel Emergency Crises and Conservation

Description: Information on fuel emergency crises and conservation.

CTC-380
Civil Aviation Legislation

Description: Information on civil aviation legislation and related laws and practices; proposed amendments of the *Air Carrier Regulations*; also proposals received or submitted to the public concerning proposed changes in the Regulations. (See CTC-420).

CTC-390
Regulatory Reports and Statistics

Description: Requests for statistics; information on Uniform System of Accounts and Reports, statistical reporting system, non-performance, delinquency in filing statistics, capital leasing of aircraft. *Retrievability:* Files arranged by air carrier.

Manual

- *Route Allocation Manual*

CTC-400
Domestic Carrier Operations

Description: Information on bankruptcies and receiverships, insurance, European Civil Aviation Committee (ECAC), directory, aircraft leasing, International Civil Aviation Organization (ICAO), joint ventures, administrative procedures, impact of metric conversion, changes of control.

CTC-410
Policy

Description: Information on domestic air policy, positioning charges, financial and ownership requirements, application instructions, rotating wing policy, gross take-off weight of aircraft.

CTC-420
Amendments to the *Air Carrier Regulations*

Description: If a change in policy results in a change to the Regulations, amendments placed on these files (see CTC-380).

CTC-430
International Civil Aviation Organization

Description: Information on proceedings and recommendations for the improvement of air transportation, contract documentation, travel conditions, pricing regimes and bilateral air service agreements.

CTC-440
International Air Transport Association (IATA) Conference

Description: Reports and resolutions of the tariff-setting machinery of IATA; record of individual foreign government acceptance or rejection of said resolutions; and tables of fares, rates, charges and routing conditions agreed upon by carriers.

CTC-450
Airline Agents

Description: Information on the relationship between airlines and their agents.

CTC-460
Carrier Associations

Description: Correspondence with the air carrier associations.

CTC-470
Metric Conversion

Description: Information on metric conversion and related correspondence.

Water Transport Committee

Responsibilities

The functions of the Water Transport Committee are derived from the jurisdiction conveyed by the legislation described below. Because of its direct regulatory relationship and involvement with the industry and those it serves, the Committee is also required, either by response to a request from the Minister or on its own initiative, to advise and contribute to the development of new or amended government policies.

Under the *Transport Act*, the Committee issues or amends, upon application, annual licences to carriers proposing to provide services by water in the Mackenzie River and Western Arctic regions, and for the carriage of passengers and goods other than in bulk, on the Great Lakes.

Under the *Shipping Conference Exemption Act*, which exempts certain shipping conference practices from the provisions of the *Combines Investigation Act*, the Committee is required to receive, verify, record and maintain for public scrutiny, the large number of original or amended contracts, agreements and tariffs issued by the forty-seven conferences serving Canadian external trades, and to report to Parliament annually on its administration of the Act.

Under the terms of the current *Coasting Trade Exemption Regulations*, pursuant to Section 665 of the *Canada Shipping Act* and Section 22 (3)(b) of the *National Transportation Act*, the Committee is required to advise the Minister of National Revenue when an application or an inquiry is received for an exemption from customs duties of a foreign flag vessel to be used in a Canadian coastal trade.

Under the *Pilotage Act*, the Committee is required to hear appeals against amendments to tariffs approved and published by the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authorities.

Under the terms of Section 27 of the *National Transportation Act*, the Committee, upon receipt of an objection submitted in response to a public notice, is required to conduct an investigation, which may include a public hearing, of an acquisition by a company engaged in water transportation subject to the jurisdiction of Parliament, or of an interest in the business or undertaking of any person whose principal business is transportation.

Under the terms of Section 22 and 23 of the *National Transportation Act*, the Committee, on its own initiative or in response to requests from the Minister under Section 22 and in response to complaints or applications under Section 23, is required to conduct inquiries, investigations or studies into the wide variety of shipping matters which fall within or touch upon its regulatory purview, and under Section 22, to contribute to the development and presentation of government policy initiatives and the preparation of responses to the policy initiatives of other governments or international intergovernmental organizations.

Under the *St. Lawrence Seaway Authority Act*, the Committee is required to consider complaints of unjust discrimination in tariffs, report its findings, and receive for filing all tariffs and amendments published by the Authority.

Under Section 27 of the *Energy Supplies Emergency Act*, the Committee can be required to order any Canadian ship to be used, when necessary, for emergency purposes, to ensure adequate supplies of energy products. Foreign-owned ships could also be used when no Canadian ship is available.

Organization

The Committee is served by an Executive Director, a Secretariat and Administration Branch, a Merchant Shipping Branch, an International Maritime Transport Branch and a Multi-modal and Maritime Economics Branch.

Executive Director, Secretariat and Administration Branch

Class of Records

CTC-480
Administration

Description: Committee minutes, decisions, orders and official files.

Merchant Shipping Branch

Classes of Records

CTC-490
Licences

Description: Information on licensing of water carriers under the *Transport Act*. *Topics:* Applications; interventions; objections; reference documents; administrative correspondence necessary to the functional operation of the licensing function.

CTC-500
Conference Contracts and Tariffs

Description: Information on all tariffs filed by shipping conference liners along with various agreements reached by these lines as set forth in the *Shipping Conference Exemption Act*, 1979; also correspondence between the Committee and companies operating liner services.

CTC-510
Coastal Trade Custom Duty Waivers

Description: Applications to the Minister of National Revenue for custom duty waivers from users of non-Canadian flag vessels in Canada's Coastal Trade and related correspondence; also correspondence with users or potential users of such vessels.

CTC-520
Pilotage Tariffs

Description: Information on pilotage tariff matters, including original objections and interventions filed with the Committee; decisions rendered and related correspondence; also working papers on the designing of tariffs.

CTC-530
Seaway Tariffs

Description: Information on original tariffs submitted by the St. Lawrence Seaway Authority to the Committee and related correspondence.

International Maritime Transport Branch

Classes of Records

CTC-540
International Shipping Policy and Operational Analyses

Description: Information on the interest and involvement of the Commission in Canadian governmental representation at international organization conferences and meetings. *Topics:* Intergovernmental Maritime Consultative Organization (IMCO) – Legal Committee and Facilities Committee; Organization for Economic Co-operation and Development – Maritime Transport Committee and subsidiary bodies Working Group (WG) and Special Group International Organization (SGIO); U.N. Commission on International Trade Law (UNCITRAL) – Working Group on International Legislation (WGISL); U.N. Conference on Trade and Development (UNCTAD) – Committee on Shipping, including International Preparatory Groups (IPGs) and WGISL.

CTC-550
International Maritime and Shipping Policy

Description: Analyses provided to interdepartmental committees studying and formulating an appropriate Canadian position on maritime and shipping policy as input to international maritime law. *Topics:* Preparatory position papers, commentaries and discussion papers; submissions by Canada to international maritime and shipping forums; instructions to Canadian delegations at international conferences and conventions; delegation reports on participation in international meetings.

CTC-560
Maritime Studies

Description: Studies on maritime legal and economic subjects being discussed at the international level, based on generic research and economic analysis, and intended to contribute to the formulation of Canadian international policy. *Topics:* Terms and conditions of ocean carriage in Bills of Lading (Hamburg Rules); standard clauses in policies of maritime insurance; limitation of water carrier liability for passengers and baggage.

Multi-modal and Maritime Economics Branch

Classes of Records

CTC-570
Maritime Economic, Financial and Statistical Analyses

Description: Information on domestic and international water transport operations and related matters (shipper's concerns); economic, financial records of Canadian maritime and shipping interests, including detailed computerized databases of particulars of all Canadian vessels of one hundred GRT and over; traffic movements by class and tonnage of goods carried in Canadian inland and coastal waters and to, from and between Canadian ports; and a world-wide matrix of distances.

CTC-580
Multi-modal Policy and Operational Analyses

Description: Correspondence, reports, memoranda, position papers, analyses and summaries of domestic and international multi-modal transport operations and related matters (shippers' concerns, legal and economic issues).

Motor Vehicle Transport Committee

Responsibilities

The Motor Vehicle Transport Committee (MVTC) is primarily engaged in processing and ruling on applications from motor vehicle carriers for the transport of goods on Sundays as authorized by the *Lord's Day Act*. It also administers Section 27 of the *National Transportation Act* as it applies to the acquisition of bus or truck companies by any other companies subject to the jurisdiction of the Parliament of Canada.

Part III of the *National Transportation Act* establishes direct federal regulation of extra-provincial commercial motor transport. This part was proclaimed by the Governor in Council in 1970. It is not in effect, except for the CN Roadcruiser bus service in Newfoundland, which by Order in Council came under the jurisdiction of the MVTC in August, 1976.

In addition, the Traffic and Tariffs Branch of the Commission administers the *Atlantic Region Freight Assistance Act* (ARFAA) on behalf of the committee. Under this Act, subsidy payments are made to designated carriers for freight transported within and out of the Atlantic Provinces. Common carrier truckers are included in this designation.

Organization

The Committee comprises a single administrative branch which includes the Chairman, as Chief Executive Officer, the Executive Director and the Secretariat.

Classes of Records

CTC-590
Administration

Description: Minutes of Committee meetings and copies of all orders and decisions; directives from the Treasury Board, the Public Service Commission, CTC Financial Services, Human Resources, etc.; procedures for the preparation of permanent and temporary Lord's Day Orders, acquisitions and Committee meetings; minutes and attachments for the Senior Management Advisory Committee; official language notices and directives.

CTC-600
Lord's Day Act

Description: Application forms for exemptions, telexes, hearing notes and transcripts, decisions and orders pursuant to the Act.

CTC-610
Mergers and Acquisitions

Description: Information on proposed acquisitions. *Topics:* Notices of proposed transaction, contractual and financial agreements between parties, filed objections, hearing documentation, decisions and orders.

CTC-620
***National Transportation Act*, Part III**

Description: Information on planning procedures and draft regulations of the extra-provincial motor carrier undertakings of Canada in preparation for the implementation of Part III of the *National Transportation Act*.

CTC-630
Roadcruiser Bus Service, Newfoundland

Description: Information on the only motor vehicle undertaking that, since 1976, falls under the direct regulatory control of the CTC. *Topics:* Hearings on rates, scheduling and quality of service; in-house studies of company's financial statements and financial procedures; Statistics Canada reports on comparable bus operations; other directives and orders.

CTC-640
Transportation of the Handicapped

Description: Information on MVTC participation in the planning and implementation of a three-year experimental program for the transportation of disabled passengers in specially-equipped buses in Newfoundland.

CTC-650
Federal-provincial Negotiations

Description: Information on ongoing meetings with provinces with a view to developing uniform trucking regulations in Canada.

CTC-660
Transborder Trucking Dispute

Description: Information on negotiations between Canadian and U.S. agencies in response to U.S. accusations of discrimination against U.S. truckers by Canadian transport regulatory agencies and U.S. reprisals.

CTC-670
Metrification of Motor Vehicles

Description: Information on the metrification of motor vehicle weights and measurements.

CTC-680
Dangerous Goods

Description: Information on the transportation of dangerous goods.

CTC-690
CN-CP Express

Description: Information on hearings into the railways' request to abandon their truck express operations in Saskatchewan in favor of independent trucking companies.

CTC-700
Questionnaires and Surveys

Description: Surveys on the quality of service and scheduling of bus service in Newfoundland; questionnaire to Canadian extra-provincial carriers in anticipation of general implementation of Part III of the *National Transportation Act*.

International Transport Policy Committee

Responsibilities

Under the terms of the *National Transportation Act*, this Committee is required to participate in the work of intergovernmental or international organizations; formulate or recommend policy; investigate, examine and report on the economic effects and requirements resulting from participation in or ratification of international agreements; consult with other departments or agencies of the Government of Canada; and participate in the negotiation of international agreements.

Organization

The Committee is served by an Executive Director, a Secretariat and Administration Branch, the International Air Transport Branch of the Air Transport Committee and the International Water Transport and Multi-modal and Maritime Economics Branches of the Water Transport Committee.

Executive Director, Secretariat and Administration Branch

Class of Records

CTC-710
Administration

Description: Committee minutes, decisions, orders, official files.

International Air Transport Branch

Classes of Records

See Air Transport Committee (CTC-240 to CTC-470) for description of records.

International Water Transport Branch

Classes of Records

See Water Transport Committee (CTC-480 to CTC-580) for description of records.

Multi-modal and Maritime Economics Branch

Classes of Records

See Water Transport Committee (CTC-480 to CTC-580) for description of records.

Commodity Pipeline Transport Committee

Responsibilities

The Commodity Pipeline Transport Committee (CPTC) has jurisdiction over all commodity pipelines that cross provincial, international or territorial borders, irrespective of the pipelines' size or length. It draws its authority from Part II of the *National Transportation Act*. If the commodity pipeline also transports crude oil or natural gas, as defined in the *National Energy Board Act*, it is termed a "combined pipeline" and jurisdiction may be shared with the National Energy Board.

Under the law, the CPTC conducts its business mainly through the medium of public hearings. Its principal function is to deal with applications by commodity pipeline companies for a Certificate of Public Convenience and Necessity to construct and operate such a system; the acquisition or abandonment of commodity pipelines; the filing, disallowance, substitution or prescription of tariffs; and the resolution of related disputes and public interest matters. In addition, the CPTC makes standards, procedures, rules and regulations, under the provisions of the *National Transportation Act*, to facilitate the smooth and efficient conduct of its duties.

The Committee also acts as an advisory and information source to other federal and provincial government departments and agencies, to industry and to the public, in matters of the development, operations and statistics related to commodity pipelines.

Organization

The Committee is presently headed by an acting Executive Director, operating with an acting secretary and no other staff. Plans are in place, however, to staff 45 technical support positions when CPTC receives a major application.

Classes of Records

CTC-720
Applications

Description: Applications on matters under CPTC jurisdiction.

CTC-730
Pipelines

Description: Information on commodity pipelines. *Topics:* Qualitative and quantitative information on commodity pipeline operations, costs and technology.

CTC-740
Standards

Description: Standards for commodity pipelines. *Topics:* Information and analyses pertaining to engineering, economic, financial, accounting and safety standards.

Review Committee

Responsibilities

This Committee is responsible, pursuant to Section 63 of the *National Transportation Act* for matters arising out of applications made for a review of a Commission order or decision, or when the Minister of Transport, on appeal from a decision or order, directs that a review be carried out.

Organization

The Committee is made up of the Chairmen of the modal Committees, with the Commission Vice President as Chairman. However, a committee member will refrain from sitting in review of a decision or order in which he or she participated earlier. The Secretary of the Commission also acts as Secretary to the Review Committee.

Class of Records

CTC-750
Review Committee

Description: Information on the Committee's activities when dealing with applications for review of a modal Committee's orders and decisions.

Research Branch

The role of the Branch is to provide research support to the Commission and its Committees, to respond to requests from Transport Canada, and to carry out relevant anticipatory studies as required under various provisions of the *National Transportation Act*. It is headed by an Executive Director and comprises four Sections: Freight Studies, Passenger Aviation Economics, Transport Industries Analysis, Economic and Social Research.

The Freight Studies Section deals with movements of bulk commodities and agricultural products, primarily by rail and commodity pipelines. The Passenger and Aviation Economics Section specializes in airline research projects, international air transport, and passenger transport by other modes. The Transport Industries Analysis Section concentrates on marine economics, shipping issues, multi-modal transport and trucking. Finally, the Economic and Social Research Section undertakes projects requiring professional expertise in economics, statistics, and sociology, and acts as a support group in these areas.

Classes of Records

CTC-760
Demand

Description: Information on freight and passenger demand, traffic forecasts and models. *Topics:* Rail transportation of coal, potash, sulphur, grain and lumber products; low-priced air fare review; use of multi-modal transport in Canadian international trade; conference freight trends in Canadian exports.

CTC-770
Supply

Description: Information on modal and inter-modal studies, productivity. *Topics:* Rail capacity information; bulk commodity facilities at major ports; cost structure of the Canadian trucking industry; for-hire trucking and Canadian-U.S. trade; international bulk carriage; international maritime shipping – structure and practices; Canadian international bulk shipping arrangements.

CTC-780
Regulations

Description: Information on regulations, competition, costing, pricing, subsidies. *Topics:* Air carriers' pricing policy and financial performance; air competition study – domestic, international; international air policy review; rail costing; air costing; truck costing; competition and regulation in marine transport – trucking rate analysis; limitation of ship owners' liability for passengers and luggage (study revisions); impact of the proposed convention on international multi-modal transport.

CTC-790
Regional and Social Issues

Description: Information on prairies and grain, isolated communities, handicapped; Churchill Transportation Study; transportation of the handicapped; the trucking industry in the Atlantic provinces; Mackenzie River Study; Churchill-Keewatin Transport Study.

Traffic and Tariffs Branch

This Branch reports to the Vice President, Research, (and to modal Committees on specific modal matters) with an overall responsibility for traffic and tariff matters for road, rail and water under the *Transport Act*. In addition to its responsibility for the functions of the two Divisions listed below, this Branch consults with, provides advice to and works on joint projects with Transport Canada on potential and proposed dealing with rail freight and the Atlantic Region Subsidy Program (MFRA and ARFAA).

Tariffs and Subsidies Control Division

This Division ensures that all tariffs and tolls are compiled, issued and filed in accordance with the provisions of the *Railway Act*, the *Transport Act*, the *National Transportation Act* and the *CTC Regulations*. It administers the Atlantic Region Freight Assistance Program in accordance with the *Maritime Freight Rates Act* and the *Atlantic Region Freight Assistance Act and Regulations* and verifies claims on export grain and flour transportation under Section 272 of the *Railway Act*.

Class of Records

CTC-800
Tariffs, Licences and Claims

Description: Information on tariffs filed with the Commission and licensing of carriers under the subsidy programs of the Atlantic provinces. *Topics:* Claims, reference documents and related correspondence; also working papers and computer printouts which detail information for claims made under Section 272 of the *Railway Act*.

Traffic and Tariff Studies Division

This Division conducts programs of investigation and analysis on statutory responsibilities, investigates and analyzes transportation matters that could be prejudicial to the public interest and carries out economic studies of major issues affecting the transportation industry. In addition, it maintains a computerized rail and highway freight traffic database, as well as a computerized rate-making distance table; publishes statistical reports of railway traffic flows; maintains a Standard Point Location Coding System; and investigates formal and informal complaints on passenger fares and railway freight rates, conditions of travel and carriage, levels of rates and service. It also represents the Commission on planning groups for metrication and the rights of handicapped persons.

Class of Records

CTC-810
Traffic and Tariff Information Systems

Description: Detailed information on the transportation industry and its pricing philosophy, its service facilities and its marketing concepts; also correspondence, memoranda, working papers and information drafts on complaints, applications and disputes before the Commission which concern traffic and tariff matters.

EDP Systems

- Database of traffic statistics based on rail movements within Canada and between Canada and the U.S. — printout formats, computer tape, annual summary
- Database of tariff statistics based on truck movements (Atlantic provinces)
- Uniform table of rate-making distances in Canada
- System of standard shipping points, jointly managed by the Traffic and Tariffs Branch and the Canadian Freight Association (CFA), but marketed by the CFA to users in Canada and the U.S.

Reference Indices

- Index of amendments to the *Railway Act*, *Transport Act* and the *National Transportation Act*
- Index for orders and decisions issued by the Railway Transport Committee
- *Statutes of Canada*

Canadian Unity Information Office

Background

The Canadian Unity Information Office was established in 1977 at the request of the Prime Minister, to provide public information about Canadian federalism and federal programs and services during the period leading up to the Quebec Referendum. In 1981, when the Constitution was repatriated, the office was charged with informing the public about repatriation and the Charter of Rights and Freedoms. Its current objectives are two-fold: to provide public information on federalism, and to assist the government in the preparation of policy and communications responsive to regional need. An example of a specific task is the co-ordination of federal departmental exhibits at major fairs.

Organization

The Office reports to Parliament through the Minister of Justice and consists of an Executive Director and four Divisions: Research and Analysis, Communication Programs, Media Services and Administration. Regional offices are located in Montreal and Edmonton.

Access Procedures

Requests for access to records under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Canadian Unity Information Office
151 Sparks Street
Room 502
P.O. Box 1986, Station B
Ottawa, Ontario
K1P 6G6
Telephone: (613) 593-6886

General Information

Requests for general information should continue to be addressed to the Office in Ottawa. Contact may be made in person at the following address:

Ottawa

Canadian Unity Information Office
151 Sparks Street, Room 502
Ottawa, Ontario
K1P 6G6
Telephone: (613) 593-6886

Edmonton

Canadian Unity Information Office
10506 Jasper Avenue, Room 304
Edmonton, Alberta
T5J 2W9

Montreal

Canadian Unity Information Office
685 Cathcart Street, Suite 200
Montreal, P.Q.
H3B 1M7

Publications

The office provides printed information to the public free of charge in four subject areas: government programs and services (by region and special interest group), facts about Canada, the government and the political system, and the Canadian Constitution. For title lists write to:

Publications Canada
P.O. Box 1986
Postal Station B
Ottawa, Ontario
K1P 6G6

Research and Analysis Division

This Division provides a research service on request to federal departments, central agencies and members of Parliament. The bulk of the work consists of monitoring and analyzing current issues, and involves the review of newspapers, periodicals, special research bulletins from the Library of Parliament, other documents from federal and provincial government departments, bills and acts passed by both levels of government, and omnibus surveys from consulting firms. As well, the Division conducts research into public opinion and attitudes to measure the effectiveness of government information programs. Studies are also undertaken to assess the attitudes of Canadians towards issues affecting national unity and identity.

Class of Records

CUIO-10
Research and Analysis

Description: Information on media and public opinion toward government programs, national and regional issues. *Topics:* Research – constitutional, federal-provincial, social and economic.

Communication Programs Division

This Division develops and implements public information programs whose objectives are to strengthen the Canadian identity and inform Canadians about federalism. Several programs in this area involve cross-departmental co-ordination, or service to another part of the government.

Class of Records

CUIO-20
Information on Canadian Unity

Description: Information on program development and implementation. *Topics:* Publications; mobile exhibits; co-ordination of federal departmental presence at special events – major fairs, national athletic events; audio-visual material.

Media Services Division

This Division provides advertising and media services, including the production of electronic and print media advertising programs, and provides other professional services necessary to manage the production and delivery of promotional programs.

Class of Records

CUIO-30
Media Programs

Description: Information on the planning and development of advertising programs. *Topics:* Programs and services; policy issues; co-operative (cross-departmental) projects.

Administration Division

This Division services all of the Office's activities in the areas of personnel, finance and administration.

Defence Construction (1951) Limited

Background

Defence Construction (1951) Limited (DCL) is a Crown corporation as defined in Part VIII of the *Financial Administration Act* and listed in Schedule C to that Act. The Company is the contracting and supervisory agency for the major military construction and maintenance projects required by the Department of National Defence (DND). The Company is also known as Defence Construction Canada.

Overall Responsibilities

DCL performs a specialized role within the general field of construction management. Its principal functions are to obtain tenders, make recommendations on proposed awards and to award and administer contracts. In addition, at the request of the Department of National Defence, DCL engages architectural and consulting engineering firms to prepare plans and specifications in accordance with the requirements of the Department. The limits of authority under which the Company may enter into a contract or increase the amounts payable under a contract are set out in the *Government Contract Regulations*.

Access Procedures

All requests under the *Acces to Information Act* should be addressed to:

Access to Information Co-ordinator
Defence Construction (1951) Ltd.
SBI Building, 12th Floor
Billings Bridge Plaza
2323 Riverside Drive
Ottawa, Ontario
K1A 0K3
Telephone: (613) 998-9541

Engineering Division

This Division's principal functions are to obtain tenders, make recommendations on proposed awards and to award and administer contracts. In addition, at the request of the Department of National Defence, it engages architectural and consulting engineering firms to prepare plans and specifications in accordance with the requirements of the Department.

Manual

- *Defence Construction (1951) Limited*

Classes of Records

DCL-10
Construction, Repairs and Maintenance Contracts

Description: Information on contracts for construction, maintenance and repairs. *Topics:* Request for contract from DND; tender forms and associated documents; contracts; change orders; progress claims; correspondence; shop drawing approvals; equivalent product certificates; completion and final payment forms. *Retrievability:* Files arranged by type of project (construction or repairs and maintenance).

DCL-20
Consultant Contracts

Description: Information on DCL consultant contracts. *Topics:* Request for contract from DND; correspondence on contract negotiations; contracts; change orders; progress claims.

DCL-30
Solicitations

Description: Documents submitted by contractors, consultants and suppliers on the services they provide or the products they manufacture. *Topics:* Brochures and letters giving details on experience, names of staff, projects completed; pamphlets on manufactured products or equipment. *Retrievability:* Files arranged by company.

Economic Council of Canada

Background

The Economic Council of Canada is an independent research and advisory body, established by Parliament in 1963, with broad terms of reference to study and report on Canada's economic development. Under the *Economic Council of Canada Act* the Council has a special mandate to advise the government on how Canada can achieve the highest possible levels of employment and efficient production in order that the country may enjoy a high and consistent rate of economic growth and that all Canadians may share in rising living standards.

Laws and Regulations

- *Economic Council of Canada Act*, 1962
- *By-laws of the Economic Council of Canada*

Overall Responsibilities

The Council has three principal functions:

- to conduct economic analyses and undertake studies with a view to providing a greater understanding of the workings of the Canadian economy and its prospects for the future
- to make recommendations to government and the private sector on economic policy measures to improve Canada's economic performance
- to educate and inform the Canadian public on economic problems and to stimulate, through the media and other forums, public discussion of policy solutions and economic strategies.

The Council must also transmit an Annual Report to the Minister responsible on the activities of Council, including financial statements; and prepare and publish an Annual Review of medium and long-term economic prospects and problems. The Council may also publish other studies and reports. The themes of these projects involve virtually every aspect of daily life; the Council's work has included studies of such diverse subjects as the distribution of wealth among Canada's regions, the cost of taking a taxi in Montreal, land use planning in Vancouver, and the effect of the spruce budworm on Newfoundland's economy.

In addition to its regular program of research, the Council at times undertakes special projects referred to it by the Prime Minister of Canada and reports on these to the public. In recent years, these have included a major study of government regulation in Canada and a detailed analysis of the economy of Newfoundland.

Organization

The Council is made up of an appointed board of up to 28 members, supported by a full-time staff of economists and other specialists who work under the direction of a Chairman and two full-time Directors. The appointed members of the Council are representative of various sectors of Canadian society. The Chairman and the two Directors are members of the Council.

The staff is organized into a number of research project and support service groups. The former undertake research into specific aspects of the economy, including relations with other countries, and upon completion of a research task, permanent personnel are reassigned. New groups are created from time to time to address economic issues of current and possible future concern.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Economic Council
P.O. Box 527
Ottawa, Ontario
K1P 5V6
Telephone: (613) 993-1030, ext. 207

Key Contacts

Chief, Information and Media Relations

Tower A
333 River Road
Vanier, Ontario
Telephone: (613) 993-1253, Ext. 308

Library

The library, set up shortly after the Council's creation, contains some 30,000 books, documents, reference works, and periodicals covering the subjects of economics, finance, social sciences, and statistics. A reading room and several carrels are available for researchers at:

Library and Reading Room
Tower A
333 River Road
Vanier, Ontario

Librarian
Telephone: (613) 993-1253, Ext. 299

Registry Supervisor

Tower A
333 River Road
Vanier, Ontario
Telephone: (613) 993-1253, Ext. 217

Legal Counsel

General Counsel
Legal Services to the Privy Council Office
Department of Justice
Ottawa, Ontario
Telephone: (613) 992-5565

Publications

All Council documents and research papers (under author's name) are available for perusal at the Council's Library, where a complete list of these materials is available. All Council publications are available in both official languages and may be procured through authorized Government of Canada bookstore agents and other bookstores, or by mail from:

Canadian Government Publishing Centre
Supply and Services Canada
Hull, Quebec
K1A 0S9

Annual Reviews

- *Lean Times — Politics and Constraints*, 19th Annual Review, 1982 (EC21-1/1982)
- *Room for Manoeuvre*, 18th Annual Review, 1981 (EC21-1/1981)
- *A Climate of Uncertainty*, 17th Annual Review, 1980 (EC21-1/1980)

- *Two Cheers for the Eighties*, 16th Annual Review, 1979 (EC21-1/1979)
- *A Time for Reason*, 15th Annual Review, 1978 (EC21-1/1978)

Other Council Reports

- *Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector*, 1982
- *In Short Supply — Jobs and Skills in the 80s*, 1982 (EC22-103/1982E)
- *Financing Confederation*, 1982 (EC22-103/198E)
- *Newfoundland: From Dependency to Self-Reliance*, 1980 (EC22-85/1980E)
- *One in Three: Pensions for Canadians to 2030*, 1979 (EC22-69/1979)
- *For a Common Future: A Study of Canada's Relations with Developing Countries*, 1978 (EC22-5/1978)

Major Data Sources

Research projects rely almost exclusively on data published by major organizations in the private sector, governmental departments and agencies (particularly Statistics Canada), and numerous international agencies. Special tabulations of such data are frequently compiled for the Council. On occasion special surveys have been undertaken to develop required data; for instance, surveys of firms to assess skill shortages and innovation and invention activity were undertaken in 1980-81.

Major Council Activities

Annual Review

Under its Act, the Council must annually publish a medium-term economic review. This publication — the Council's annual assessment of the medium and long-term prospects for the Canadian economy — is published each fall. In it, the Council seeks to provide an analysis of the performance of the Canadian economy, to look at the effectiveness of current economic policies, and to set out policy options that the Council believes will improve the country's economic well-being. The recommendations in the Annual Reviews arise from the deliberations of the Council's appointed members; thus, they represent the official view of the Council as a whole. Individual members are free to publish dissenting opinions or comments.

Special Research Projects

From time to time, the Council embarks on detailed studies of current and emerging economic issues in Canada and the outside world. Once approved by Council, the staff carry on research that may lead to publication of "consensus" reports — that is, research and policy publications that are endorsed by the majority of Council members.

Background Papers

Background research and unpublished documents related to all project activities within the Council are maintained and organized at the Central File Registry Office under the title of the project and the name of the author.

Current Research Projects

Classes of Records

ECC-10
Twentieth Annual Review

Description: Research and background material for the Twentieth Annual Review to be released in the fall of 1983. *Topics:* Economic changes over a generation – demographic, structural, technological and regional; CANDIDE simulations – federal and provincial fiscal circumstances, implications of lower inflation rates on different groups and sectors; opportunities for expanded trade; internal adjustment in a period of resumed growth.

ECC-20
CANDIDE

Description: Information and unpublished documents on the Council's computerized econometric model, CANDIDE 2.0. The model allows measurement of current performance and simulation of future performance under various scenarios and policy options. The simulations are designed to assess the impact of changes in economic performance that may result from changes in public policy or in economic conditions in Canada and abroad: CANDIDE is not intended to be a "crystal ball" to predict the most likely future economy. The process of updating the model and assessing the influences of changing conditions is continuous.

ECC-30
Growth and Productivity

Description: Research and background documents on policies to increase productivity as a key means of improving Canadian economic performance – macro and micro analysis, much of it based on models of decision making at the level of the individual firm. The results of this research are scheduled for publication in 1983. *Topics:* Effect of minimum wage legislation on on-the-job training; pollution controls and their effect on productivity; impact of industrial concentration on tariffs – competitiveness of Canadian industry internationally and domestically, ability of firms to take advantage of economies of scale; management practices and risk taking – implications for productivity growth; the measurement of productivity in selected service industries – health, education, finance, and transportation; and changes in the quality of labour over time.

ECC-40
Regional Studies – Development

Description: Information on regional development. *Topics:* Study of the Newfoundland economy, 1980; Western Study – transportation, the effect on incomes of changing energy prices, forestry, agriculture, mining, the marketing of western exports, manufacturing, migration to the West, service sector developments, the impact of western energy developments on the rest of the Canadian economy, balanced regional development in the West. *Note:* In order to facilitate consultations and to maintain a permanent presence in the West throughout the course of the research project, the Council has opened a western office at the University of Alberta.

ECC-50
Energy

Description: Research and background documents on energy issues for a report to be released in mid-1984. *Topics:* Issues – role of governments in the energy industry, pricing of alternative energy commodities; approaches to economic development, taxation and royalty issues, methods of sharing energy revenues, financial consequences for regions and governments, Canadian ownership policies, interprovincial trade in energy, export and import policies, and changes in organizational structures; research projects – international energy markets, federal and provincial energy policies, domestic supply of crude oil, natural gas, synthetic and frontier oil and electricity, and energy demands.

ECC-60
Technological Change, Productivity and Growth

Description: Research and unpublished material on productivity at the micro-economic level. *Topics:* Report on industrial policies, and the problems and challenges faced by governments in promoting technological advance, productivity, and growth in the Canadian economy – publication in early 1983; other studies – evaluation of various government R&D assistance programs, international comparisons of Canada's R&D expenditures, effect on sales and productivity in Canadian industries of changing levels of trade barriers, and the diffusion of new technology in the Canadian service sector.

ECC-70
Explorations

Description: Preliminary investigation of various economic issues to determine their nature, scope, and pertinence to Councils's future research program. *Topics:* Changing nature of government intervention in the development of Canadian industry; the administrative and economic effects of various inflation control programs; analyses of the internal industrial and manpower adjustment processes and programs inherent in Canada's trade response to the opportunities and challenges created by the growth of nearly industrialized and developing countries.

Projects Completed in 1982

Background research reports and information are filed and registered by authors' names, project title and final report title. These files are available at the Council's Registry. Quantitative information presented in any report is documented and worksheets are available at Statistical Services.

Classes of Records

ECC-80
Regional Studies – Fiscal

Description: Research and unpublished materials on regional problems related to fiscal federalism arising from the renegotiation of the *Fiscal Arrangements Act – Financing Confederation*, a report issued in February, 1982. *Topics:* Future of equalization payments; Established Programs Financing and federal-provincial grants for expenditures on health and post-secondary education; the implications of intergovernmental fiscal arrangements for the conduct of stabilization policy; the effects of natural resource pricing decisions on the fiscal positions of federal and provincial governments and intergovernmental transfers; the relationship between the transfer system, the movement of factors of production and the efficient allocation of resources in the economy; the objectives of tax and fiscal harmonization between federal and provincial governments; and the nature of the process by which intergovernmental fiscal arrangements are concluded.

ECC-90
Labour Markets

Description: Information, background research and unpublished documents on labour market imbalances in the 1980s for a Council report published in June 1982, under the title, *In Short Supply – Jobs and Skills in the 80s*. *Topics:* Unemployment; estimates of job supply and demand; effectiveness of Manpower Training Program; investigations on the job search process and labour market dynamics; shortages of skilled labour; the relationships between vocational training and labour market requirements; the role of information in the adjustment process; and the potential role of job-creation policies.

ECC-100
Nineteenth Annual Review

Description: Background research and unpublished documents on recent economic performance, and factors, both within Canada and abroad, which influenced the economy; also prospects for the medium-term in light of various assumptions about domestic and foreign economic performance and policies, for the Nineteenth Annual Review, *Lean Times – Policies and Constraints*, September, 1982. *Topics:* Inflation, investment (particularly in major projects), housing, and the current account of the balance of payments; federal economic development and energy, monetary, fiscal and incomes policies; recommendations – continuation of the broad lines of the gradual, but firm medium-term anti-inflationary stance with moderate dose of fiscal stimulus; limitations to any increases in unemployment insurance contributions, critical scrutiny of any new energy initiatives and caution against further federal actions to reduce the deficit while the current recession prevails; the decline in world oil prices, assessment of and the implications for domestic oil pricing; monetary policy, capital flows and the exchange rate and incomes policy; "housekeeping" suggestions for the budgetary process, financial reporting and taxation in an inflationary environment.

ECC-110
Financial Markets

Description: Analyses, background research and unpublished documents on the effectiveness of Government credit and credit guarantee programs, for *Intervention and Efficiency: A Study of Government Credit and Credit Guarantees to the Private Sector*, a Council report published in late 1982. *Topics:* Credit guarantees extended by federal and provincial governments to business, agriculture, export trade, and housing; research – the nature and scope of government intervention and the objectives currently being pursued; the environment in which such intervention has taken place, including the state of the financial markets; the impact that this form of government intervention has had on financial and real resource allocation and on stabilization policies; and the efficiency with which financial assistance is delivered.

Projects Completed, 1978-81

Classes of Records

ECC-120
Eighteenth Annual Review

Description: Research and background material for the 1981 Annual Review, *Room to Manoeuvre*. *Topics:* Performance and development prospects – price and cost developments; inflation; employment and productivity objectives.

ECC-130
Reforming Regulation

Description: Background research and unpublished documents for this study on the impact of regulation on business; also specific sectors – telecommunications, transportation, fisheries, agricultural marketing boards – and general issues such as occupational health and environmental pollution. *Topics:* Land use; food processing and distribution; health and safety; occupational licensing and labour relations, with emphasis on the regulatory dimension; the cost of regulatory compliance confronting large and small businesses. *Note:* This consensus document was preceded by an interim report entitled, *Responsible Regulation*, 1979 (EC22-70/1979). The interim report defined the subject to be researched, the research framework, the balance between the direction and control of statutory regulatory agencies, and the necessary autonomy for such agencies to carry out their functions, as well as the need to improve governmental decision making on regulation.

ECC-140

Seventeenth Annual Review

Description: Background material for the 1980 Annual Review, *A Climate of Uncertainty*. *Topics:* National economic trends 1970-1980; projections to 1990; energy developments and investment – effects on the national economy, energy self-sufficiency objectives and government budgets; research on productivity trends, particularly the slowdown in productivity improvement.

ECC-150

Newfoundland: From Dependency to Self-Reliance

Description: Background research and unpublished material for a study on the Newfoundland economy proposing a medium-term development strategy, based on improvement of productivity and employment performance. *Topics:* Ways of reducing the unemployment rate; raising earned incomes; reducing dependency on federal transfers; assisting the province to plan its own development approach history, settlement patterns and work attitudes of the province and its people; employment dimensions – frictional unemployment, seasonal unemployment and migration; productivity and performance in fisheries, mining, forestry, oil and gas and in some service sectors; regional disparities and income maintenance issues; projections of the provincial labour force.

ECC-160

Sixteenth Annual Review

Description: Background material for the 1979 Annual Review, *Two Cheers for the Eighties*. *Topics:* Effect of inflation on interest rates, real incomes, savings and investment in Canada; the effects of government incentives and taxation on investment performance and prospects for the economy.

ECC-170

One In Three: Pensions for Canadians to 2030

Description: Background research and unpublished documents for this study of the long-term effect of retirement income policies and programs on the Canadian economy. *Topics:* Intergenerational equity; future financing of the Canada and Quebec Pension Plans; effects of the growth of private and public pension plans on saving and investment in Canada; labour supply and retirement; redistributive effects of public income support programs in Canada and elsewhere; the effect of income tax incentives on retirement savings; financial management for retirement income; funding and saving; reverse mortgages; new classes of financial instruments; and the Old Age Security Program and retirement saving.

ECC-180

Fifteenth Annual Review

Description: Background material for the 1978 Annual Review, *A Time for Reason*. *Topics:* Economic performance; industrial sectors – primary industries, the manufacturing sector and the service industries; research on the socio-economic dimensions of unemployment and social programs directed at achieving greater equity in incomes and social services; constraints faced by governments in their attempts to engender improved economic performance and social service standards.

ECC-190

For a Common Future: A Study of Canada's Relations with Developing Countries

Description: Research and unpublished material on this study of Canada's long-term options in its relations with developing nations; also recommendations to improve Canadian co-operation with these countries. *Topics:* Trade, investment, foreign aid and immigration policies and programs.

Projects Completed Prior to 1978

Background studies to major Council documents are held by the Council and in the case of long-past publications, in the Public Archives of Canada. Interested members of the public are welcome to contact the Council's Communications Division to obtain a publication list and to inquire about access to documents of interest.

Support Groups

Communications Division

This Division is responsible for developing and implementing the Council's communications strategy for publishing and disseminating Council documents in both languages, carrying on a media relations program, providing public information, publishing a quarterly magazine, and planning and organizing Council public conferences.

Statistical and Computer Services

The Council's statistical and data processing service maintains close links with researchers. One part of this group is concerned with the writing of computer programs and the development of "software". Computing power and needs of the Council are purchased entirely from service bureaus. The other segment of the group is responsible for the verification of sources and accuracy of all data. Any tabulation or calculation appearing in Council reports is submitted to such verification before being made public. Records of such information are kept on file under the management of Chief, Statistical Services.

Overall Responsibilities

The Farm Credit Corporation (FCC) is a federal Crown agency charged with the administration of the *Farm Credit Act* and the *Farm Syndicates Credit Act*; the objective of the legislation is to provide Canadian farmers with long-term credit programs that will ensure sufficient financial resources to permit the establishment and expansion of economically viable farm enterprises.

Organization

The Corporation has established a network of offices throughout the farming community in all ten provinces. Corporate Headquarters is located in Ottawa. Seven Regional Offices, each having its own complement of district and field offices, service the agricultural community across the country. Regional boundaries correspond geographically with provincial boundaries, except for Atlantic Canada, where the four provinces are covered by a Regional centre located in Moncton, N.B. Nationally, the Corporation has 117 offices to serve the farming public.

Corporate Headquarters is organized into nine distinct component groups. These are composed of the Chairman's Office and eight Services: Lending Operations, Research, Financial, Legal, Information, Operational Audit, and Administration and Personnel. The regions are functionally organized into a Lending Services group which includes all field operations and a Loan Administration group.

Executive Group – Head Office

The Chairman is chief executive officer of the Corporation and is responsible for the supervision and direction of all of its work and staff. The Chairman presides at all meetings of the Board of the Corporation, executes instruments requiring his signature, performs all duties and exercises all powers incident to his office and any other duties and powers that may be assigned to him by the Board or by statute.

The Vice Chairman is a member of the Board of the Corporation and exercises all of the powers and duties of the Chairman in his absence. He directs all work and staff engaged in the financial, administrative and public relations affairs of the Corporation and exercises all other powers and duties that may be assigned to him by the Chairman, or the Board of the Corporation.

Access Procedures

Formal requests under the *Access to Information Act* should be sent to:

Access to Information Co-ordinator
Farm Credit Corporation
P.O. Box 2314
Postal Station D
Ottawa, Ontario
K1P 6J9
Telephone: (613) 996-6606

Class of Records

FCC-10
Legislation, Organization and Policy

Description: Information on legislative drafts and amendments, organizational changes, policy development, and system procedures development. *Topics: Farm Credit Act* and *Farm Syndicates Credit Act* – interest rate and regulations; loans to Indians; small farm development; Land Transfer Plan terms and conditions; operation control and policy development; Acts and Regulations Amendments; conferences (general, regional and appraisal); policy and procedural manuals; annual reports; committees – general, advisory, policy standing agricultural and senior management; appeal boards; circulars; Task Force on Agriculture; agents and solicitors; management audits.

Operational Audit

This group is responsible for the development, implementation and direction of a comprehensive operational audit function designed to provide an independent evaluation and assessment for the Chairman and Board of the Corporation of the adequacy, efficiency, and effectiveness of all the Corporation's financial, lending, administrative and operational policies, systems and practices, and their application.

Class of Records

FCC-20
Current Audits, Audit Reports and Correspondence

Description: Information on the tabling of the Audit Report; also correspondence, audit observations and recommendations. *Topics:* Current audits (all services); audit administration; management advisory services; audit forms, programs and questionnaires; external liaison; Annual Report to the Board.

Lending Operations

This group directs, controls and advises on lending research, advisory and loan administration services, and special programs. It is also responsible for enforcement of the Corporation's loan security in accordance with corporate policies.

Manuals

- *Farm Credit Act — Policy and Procedures*
- *Farm Syndicates Credit Act — Policy and Procedures*
- *Loan Administration — Policy and Procedures*
- *Advisory Services — Policy and Procedures*

Classes of Records

FCC-30
***Farm Credit Act* Lending Policy**

Description: Policy directives, rulings and reports on the *Farm Credit Act* lending policy. *Topics:* Correspondence; guidelines; specialized enterprises; two-province loans; capital restrictions; low-income farmers; Indian loans; Department of Regional Economic Expansion (DREE), capital monitoring; eligibility; vertical integration; Hutterites and Mennonites; co-operatives; corporations; partnerships; security, production, marketing; purposes, amount, terms and conditions of loans; interest rates; appraisal fees; forms and procedures; loan monitoring; flood risk areas.

FCC-40
***Farm Syndicates Credit Act* Lending Policy**

Description: Policy directives, rulings, reports and analyses on the *Farm Syndicates Credit Act* policy. *Topics:* Policy; correspondence; eligibility; purpose of loan; amount of loans; terms and conditions of loans; forms and procedures; operational analyses.

FCC-50
Farm Appraisal System and Benchmarks

Description: Correspondence, copies of reference material, requests for aerial photographs, and instructions on the Corporation's appraisal system. *Topics:* Benchmarks and economic guides – British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, the Atlantic Region; aerial photographs; appraisals – other departments and agencies.

FCC-60

Operational Staff Training

Description: Policy, instructions and general correspondence on operational staff training. *Topics:* Operational training policy; operational training – British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, the Atlantic Region; special training; appraisal training; case studies and demonstrations; appraisal courses (ASMRA); loan counselling and farm management. *Retrievability:* Files arranged by subject and province.

FCC-70

Advisory Services

Description: Information on Advisory Services policy, procedures, reports and meetings. *Topics:* Correspondence; supervision policy and procedures; CANFARM and farm accounting; CANFARM Advisory Committee.

FCC-80

Special Programs

Description: Policy, documentation, instructions, rulings, agreements and reports concerning the Land Transfer Plan, purchases and sales grants. *Topics:* Policy; correspondence; Land Transfer Plan – operational policy, special credit eligibility, Corporation purchase and resale to provinces, vendor grant eligibility, provincial agreements, forms and procedures; Small Farm Development Program (SFDP) – evaluation, National Advisory Committee, Co-ordinating Committee, Interdepartmental Committee. *Retrievability:* Files arranged by subject and province.

FCC-90

Research Policy

Description: Information on policy, meetings, farm management, projects, case studies and training. *Topics:* Canadian Farm Management Committee; Canadian Farm Management Sub-committee on Research; Canadian Farm Management Committee –Training Modules; Financial Management Course.

FCC-100

Agricultural Statistics and Economics

Description: Statistical data, reports, forecasts, trends, related correspondence. *Topics:* Agricultural statistics and economics –economic and market outlook; agricultural statistics and economic data, 1981 Census; interest rate trends; farm product prices; farm income and costs; forecasting on Farm Credit Corporation lending; land values; financial markets; financial instruments; quota values; Optional Code – 4218 Edit.

FCC-110

Research

Description: Research reports, studies, data and correspondence. *Topics:* Management assessment; farm size analysis; capital situation; production cost analyses; farm family living costs; special assignments; capital allocation and monitoring data; borrowers' age analysis; Financial Model Study.

FCC-120

Statistical Information and Programs

Description: Statistical information, new program developments, listing of computer programs, Loan Summary and Review coding, reports, summaries and correspondence. *Topics:* Coding instructions; time lapse analysis; solicitors' time; purpose of loans; appraisal; benchmark and budget analyses; national lending summary; application and appraisal workload; Land Transfer Program; federal farm credit statistics; documentation; Standing Committee; Advisory Committee; retired and assumed loan analyses; characteristics of borrowers; interview log summary; National Appeal Board summaries; Annual Report; terminal, special reports: bankruptcies; Branch Appeal Board reports; number of accounts; financial and lending data; selected statistics programs; special programs.

FCC-130

Technical Information

Description: Technical information and reports for subject areas not previously specified. *Topics:* Canadian Socio-economic Information Management (CANSIM); monthly and quarterly production runs – AGDATA (commodity prices, bond market).

FCC-140

Conferences

Description: Working papers, reports and correspondence on conferences. *Topics:* Research conferences – non-FCC; federal-provincial relations.

FCC-150

Projects and Reports

Description: Information on reports, marketing boards, and quotas; correspondence. *Topics: Farm Survey Report*; *Study of Marketing Boards*; study of credit for low income farmers; *1971 Arrears Analysis Report*; *Manitoba Survey*; *1980 Farm Survey Report*.

FCC-160

Financial Model

Description: Information on the financial model used to develop interrelated balance sheet, income statement and financial ratios; also statistics of other provincial and federal departments; financial model; credit.

FCC-170

Land Transfer Plan Loan Administration

Description: Information on policies and directives concerning Land Transfer Plan loan administration and the Special Farm Financial Assistance Program; also correspondence. *Retrievability:* Files arranged by subject and province.

FCC-180

Farm Syndicates Credit Act

Description: Information on rulings, legal opinions, security, disbursement, identification and administration related to the *Farm Syndicates Credit Act*. *Topics:* Correspondence; policies; new loan documentation; loan administration. *Retrievability:* Files arranged by subject and province.

FCC-190

***Farm Credit Act* Loan Administration**

Description: Information on policy, rulings, fire insurance, forms and procedures, disbursements, notices, statements, security, legal opinions, suspense and liaison related to administration of loans under the *Farm Credit Act*. *Topics:* Correspondence; policy; fire insurance; new loan documentation; retained funds; instalment notices; activity statements; retired and assumed loan documentation; collateral security; partial interests, surface leases and easements; legal opinions; suspense funds disbursements; liaison. *Retrievability:* Files arranged by subject and province.

FCC-200

Life Insurance

Description: Life insurance studies, tenders, operations, rulings, interpretation, reports and claims. *Topics:* Correspondence; life insurance program; Equitable Life, Metropolitan Life; life insurance reports; outstanding death claims. *Retrievability:* Files arranged by subject and province.

FCC-210
Ancillary Agreements

Description: Information on rulings, reports, directives, forms, procedures, contracts and instructions related to ancillary agreements. *Topics:* Correspondence; grazing leases; crop share agreement instalment postponements; advisory service agreements; waiver and consent; mortgage postponement; provincial interest rebates; monthly and irregular payment schedules; Marketing Board agreements. *Retrievability:* Files arranged by subject and province.

FCC-220
Collections

Description: Information on collection matters including policies, directives, rulings, reports, instructions, legal procedures, statistics, taxes, acquisition and disposition of property, reports, analyses, estimates. *Topics:* Policies; correspondence; collection procedures; taxes on security; arrears reports; foreclosures, power of sale, quit claims; bankruptcies; legal action reports; recovery action summaries; forecasts of losses. *Retrievability:* Files arranged by subject and province.

FCC-230
Real Estate Mortgages

Description: Information on directives, rulings, instructions and documentation concerning real estate security. *Topics:* Policies; correspondence; partial discharges; assumption of mortgage; exchange of security; leasehold and equity mortgage. *Retrievability:* Files arranged by subject and province.

FCC-240
Chattel Mortgages

Description: Information on chattel mortgage matters, including directives, rulings, legal actions, procedures and reports. *Topics:* Policies; correspondence; administration; monitoring; renewals and releases. *Retrievability:* Files arranged by subject and province.

FCC-250
Identification of Accounts

Description: Information on directives and reports concerned with the identification of accounts. *Topics:* Correspondence; change of field, district and geographic area; change of address and account numbers.

FCC-260
Indian Loans

Description: Information on loans to native people, including directives, instructions, rulings and reports. *Topics:* Agreements, policies, administration; recoveries from Indian and Northern Affairs Canada. *Retrievability:* Files arranged by subject and province.

Information and Public Relations Services Directorate

This Directorate is responsible for the Corporation's translation, information and public relations services.

Classes of Records

FCC-270
Farm Credit Corporation Information Program

Description: All information material produced by or for the Corporation and all related correspondence. *Topics:* Guidelines; corporate identity; news releases; speeches; articles; publications – internal and external; audio-visual materials; photography; exhibits; library; special projects; mailing lists.

FCC-280
Information from Other Sources

Description: Information on press clippings, news releases, reports, speeches, and publications on the Farm Credit Corporation, farm credit, agriculture and farm management published outside the Corporation. *Topics:* News releases; speeches; reports and publications produced by Agriculture Canada, federal government and agencies, provincial governments and agencies, foreign governments and agencies, producer groups and organizations, universities, Canadian banks and miscellaneous sources; subscriptions.

FCC-290
Public Relations and Advertising

Description: Requests for information received from individuals, groups, government departments and agencies; also information on national advertising programs, and reports on advertising and public relations. *Topics:* Public relations material; correspondence for the Minister; correspondence reports; special requests; travel; receptionist; receptions; public relations tools; national advertising program reports.

FCC-300
Translation

Description: Information on translation services and reports. *Topics:* Simultaneous translation; equipment; job description; budget; terminology center.

FCC-310
Media Relations

Description: Information on media relations and workshop materials.

Administration and Personnel Services

This unit is responsible for data processing, administration and personnel operations in accordance with Corporate policies.

Manuals

- *Personnel Policy and Procedures Manual*
- *Administrative Services Manual*
- *Data Processing Manual*

EDP Systems

The following is a listing of computer programs which identify information stored by and accessed through the computer facility of Administrative and Personnel Services.

- Monthly Posting — National
- General Ledger Extraction — National
- Payment Notice Production
- Payment Notice Listing
- Instalment Posting — National
- Annual Life Insurance Listing — National
- Government Interest Extraction — Quebec and New Brunswick
- Arrears Notice Production — National
- Total Disbursed Amount
- Daily Transaction Listing
- Weekly Life Insurance Listing
- Monthly Life Insurance Listing
- Daily and Weekly Payment Listing
- Monthly Government Interest Listing — Quebec and New Brunswick
- Housing Report
- Budget Control Reports

- Purpose of Loans Report
- Arrears Listing and Analysis
- Arrears Listing by Field
- Time Lapse by Solicitor
- Batch and Deposit Listing
- Time Lapse Program Calculation
- Time Lapse by Appraiser
- General Expense Voucher (GEV) and Expense Detail Listing
- GEV and Expense Summary
- Time Lapse by Field or District
- Summary of Inventory Assets
- Staff Salary Record
- Suspense Interest Credit
- Status of Advisory Service Loans by Field
- Interest Accrual Forecast
- Principal Payment and Revenue Accrual for Fiscal Years
- Principal Payment and Revenue Accrual, Current Plus Three Years
- Life Insurance Rebates File
- List or Inquire Expense Statement File
- Expense Statement Update
- Expense Statement File Maintenance
- Undisbursed Balances
- Expense Statement Administration — Easytrieve
- Add, Change, Delete Fixed Assets
- Interest Table, Series 1 and 3
- Interest Table 2, Annuity Value
- Print Amortization Tables
- British Columbia and Ontario Milk Marketing Boards — Add, Change, Delete
- British Columbia and Ontario Milk Marketing Boards — Easytrieve to Disk
- Posting File Edit
- Accounting Transaction Printout
- List of First Disbursement
- Assumed Loans
- Match Transactions to Assumed Loan File
- Check Digit Listing, Part Seven
- Loan Number by Part — National
- First Disbursement — Quebec
- Perpetual Calendar
- Status Entity List and Part Totals
- Milk Market Board by FCC Loan Sequence
- Accommodation Leases — Add, Change, Delete
- Easytrieve Accommodation Run
- Job Accounting Easytrieve Listings
- Recreate Accounting Files — Visual Storage and Memory (VSAM)
- Insurance Rebates Less than Specified Amount
- Create VSAM Transaction File
- History Fiche Calendar Year Set-up
- Severance Pay Calculation
- General Ledger Summary Tape
- General Expense Voucher — General Ledger Tape
- Adjustments — General Ledger
- General Ledger Update and Trial Balance
- Change, Add, Delete — General Ledger Tape
- Close Revenue and Expense Accounts — General Ledger Master
- Copy Payroll Master
- General Ledger Transaction Back-up
- Update Amortization Master
- Amortization Master — Easytrieve
- Amortization Maintenance Program
- Monthly Interest Expense on FCC Borrowings
- Land Sales Record to Disk and Edit Update
- Land Sales Whole Tape Edit (No Update)
- Alphabetical Name and Address Listings (Regional)
- Change, Add, Delete Personally Approved Payment (PAP) Master
- Royal Bank Tape PAP
- Principal Outstanding General Ledger
- Personnel List — Date of Birth
- Commitment Control List
- Head Office Salary Breakdown
- Loan Accounts Outstanding
- Multiple Payroll Listings
- Government Employment Report
- Staff Training Update
- Quarterly Revenue Expense Statements General Ledger
- Name and Personnel Number
- Statistic Master to Disk
- Commitment with Disbursed Amounts
- Commitments with Actual Refinanced Amounts Added
- Loans with Prepayments Greater than 10%
- Monthly Total Salaries by Region
- Quarterly Collection Report
- Government Surgical — Medical Insurance Plan (GSMIP), Pro-forma List Payroll
- Salary Confirmation Report
- Indian Loans
- Analysis of Loan Vouchers (F1, T1, T2)
- Analysis of Loan Vouchers (F2)
- Solicitor Name(N) Card
- Annual Superannuation Contributions (Year-end)

Farm Credit Corporation

- British Columbia Loans Over 9%, Versions A and B
- Undisbursed Balances Prior to Specified Date
- National Suspense Monies
- Retired Loans with Outstanding Owing
- Loan Accounts, National Sort (*Farm Syndicates Credit Act*, by File No)
- List of Borrowers — Nova Scotia
- Selected Farm Credit Statistics
- Staff Training Costs by Region
- Staff Training Costs by Course
- Quebec with No Government Interest Factor
- Head Office Employees
- Monthly Transaction Count (Loan Accounts)
- List and Count Loans by Geographic Area
- Superannuation List 1
- List of Loans Outstanding by Geographical Area
- National Average Interest Rate
- Head Office Staff Strength Report
- List D (applied immediately) and K (held in suspense) Payments on Land Transfer Plan Loans
- Employees with Job Number and Start Date
- Principal Forecast by Interest Rate (*Farm Credit Act* — Land Transfer Plan)
- Adjustment Update
- Principal Forecast by Interest Rate (*Farm Syndicates Credit Act*)
- Provincial Forecast by Interest Rate — Dual Interest Loans, Economic Portion
- Tax Exemptions
- Stat Convert
- List of Cancelled Undisbursed Balance
- Head Office Inventory List
- Identification of Active Accounts — Matched Assumed
- Identification of Active Accounts — Numeric List
- Identification of Active Accounts — Alpha List
- Superannuation List 2
- List of Struck Off Strength (SOS) Employees
- Personnel — Unavailable Numbers
- Accounting Data to Statistics
- History Fiche Sequence Check
- Monthly Distribution Update
- Weekly Distribution Listing
- Monthly Distribution Listing
- Backup, delete, Reproduce Distribution File
- Backup, General Ledger and Budget Source Data
- Backup Statistics Data
- Daily Adjustment List
- Quebec Land Sales Update
- Monthly Chattel Delete
- Weekly Statistic Update
- Chattel Mortgage Monthly Listings
- New Life Insurance Coverage Count
- Initial Statistics Creation First Update
- Initial Statistics Creation Second Update
- Enterprise Codes for Quebec
- Adjustment Update Instalment Posting
- Disbursement and Cancellation for Part 9
- Kilometre Statistics
- Activity Statements
- Loan Administration Summary Edit
- Merge Payroll and Personnel Files (Vacant)
- Terms of Loans Under FCA
- Terms of Loans Under FSCA
- Matching Statistics to Commitment
- List of Employees, Daily Salary and Vacation Leave
- In-system Payroll Journal
- National Summary Recovery Actions in Progress
- Summary of Securities Subject to Sale Act
- Recovery Action Time Lapse plus Appraisal of Securities Sold
- Recovery Action on Indian Loans
- National Summary Recovery Actions Completed
- Failed Account Analysis Security Sold — Under Recovery
- Clear Accumulative Transaction Tape
- National Summary Farms Under Recovery Action (Quebec)
- Failed Account Analysis Farms Sold — Under Recovery (Quebec)
- National Summary of Farms Sold (Quebec)
- Summary of Farms Under Recovery Action (Quebec)
- Recovery Actions on Indian Loans (Quebec)
- Recovery Action — Information on Appraisal of Fixed Assets, Sold Farms (Quebec)

Background

Federal Business Development Bank (FBDB) is a Crown corporation established by the *Federal Business Development Bank Act* of 1975. FBDB succeeds the Industrial Development Bank (IDB) which had been established in 1944 to provide financial assistance to industry. The Federal Business Development Bank was created to promote and assist in the establishment and development of business enterprises in Canada by providing not only financial assistance, but also management counselling, management training, information and advice with particular consideration to the needs of small businesses. The Bank provides the small business enterprise with a single source from which to obtain both financing and information suited to its particular requirements.

Organization

The FBDB currently has about one hundred Branches across Canada organized into five Regions: British Columbia and Yukon, Prairie and Northern, Ontario, Quebec, and Atlantic. It has Regional Offices in Vancouver, Winnipeg, Toronto, Montreal and Halifax; its Head Office is located at:

901 Victoria Square
Montreal, P.Q.
H2Z 1R1
Telephone: (514) 283-5904

The Regional Offices provide guidance to Branches with respect to the application of established Bank policy and procedures and process financing applications for amounts exceeding Branch limits. They are also charged with the responsibility for all Management Services activities in the Region, and for ensuring that the general public within the Region has access to the Bank's Information Services, Management Training Services and Management Counselling Services.

The Branches provide financing, counselling information and management training services to small businesses located within their particular territory. Inquiries and applications for financing are received by Branch personnel and processed in accordance with established Bank policy and procedure. Branches are also charged with the responsibility for the efficient operation of Management Services activities in their geographical area, and for ensuring that the general public there has access to the Bank's services.

As of June 30, 1982, FBDB employed approximately 2,030 people of whom about 85% were involved in Financial Services and the balance in Management Services.

Other departments at Head Office include Secretariat, which is responsible for the Board of Directors and its committees as well as responses to Parliament; Legal Services, which provides legal advice to the Corporation in connection with its specific program activities and support departments; Planning, which is responsible for short and long-term strategies, analysis of existing activities, implementation of new programs, and corporate development; Public Affairs, which is responsible for advertising and publicity to promote the role and activities of the Corporation; Treasury, which is responsible for funding of corporate cash requirements, monitoring of cash flow, deposit and investment of corporate funds, and interest rate forecasts; and Insurance, which is responsible for insurance related to loan security and corporate insurance.

Overall Responsibilities

Financial Services

FBDB acts as a supplemental lender providing funds, mainly by way of medium-term loans, to small and medium-sized enterprises which cannot obtain the funds elsewhere on reasonable terms and conditions. FBDB lends money for specific purposes at commercial rates of interest. It may, however, accept a higher risk than commercial banks and other sources of term loans by lending to entities which may be either too small, too far from commercial centres, or too specialized to be able to attract the attention of conventional lenders. FBDB can accept as collateral a wide variety of assets such as real property, new or used machinery and equipment, and inventories (collateral which other financial institutions may not accept for legal or policy reasons).

FBDB's lending policy is flexible enough to structure financing in the manner appropriate to the business enterprise. It can provide equity capital as well as, or in place of, loans and guarantees. This includes investments for the start-up of new businesses.

The Bank's financial services are delivered to the public through its network of branches. Almost all lending decisions are made either at the Branch, District, or Regional offices. Currently, proposals in excess of $400,000 must be approved at the Head Office or by the Board of Directors. FBDB evaluates each proposal on the basis of management calibre, earnings prospects, security, and the character and amount of investment by others.

Financial Services is financed through the retained earnings of the Corporation, issue of short and medium-term promissory notes, and payments out of the Consolidated Revenue Fund as authorized by the Minister of Finance.

Management Services

The Bank also provides services such as management counselling, management training, information and advice.

Management counselling, known as CASE (Counselling Assistance to Small Enterprises), is provided to supplement such services as may be available in the private sector. It is undertaken by retired business persons who receive assignments from CASE co-ordinators located across the country.

Management training is provided for small business in several forms, including courses, seminars and other meetings for the promotion of good management practices. Owner-manager Courses are developed by the Bank in collaboration with the Departments of Education in the provinces and territories; these courses are offered at community colleges across Canada. Small Business Seminars are offered by each Branch of the Bank on various business management subjects. Joint seminars are also developed in co-operation with external associations. Management Clinics are self-instructional programs combining workbooks with an audio-visual presentation available at each Branch.

The Small Business Information Service (SBIS) provides owner-managers with up-to-date information on federal and provincial government assistance programs. Inquirers approach the Branch officer for information and are subsequently directed to the appropriate program representative. Small business management information is also offered to the public free of charge through the *Small Business News*, a quarterly newsletter, or the *Minding Your Own Business* series of publications on business topics. Each FBDB Branch also maintains a Small Business Library containing various publications of interest to the owner-manager.

Management Services activities are delivered to the public through the branch network. Clients seeking information on the Bank's counselling services are referred to one of the 45 CASE offices which are normally at, or adjacent to, a Branch.

Although a nominal fee is charged for some of the Management Services programs, the department prepares an annual submission for funding to Treasury Board.

General Information

Informal requests for information may be made directly to a Branch, Regional Office of Head Office which may refer them to the appropriate level, depending on the nature of information requested.

Access Procedures

Formal requests to the Corporation pursuant to the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Federal Business Development Bank
901 Victoria Square
P.O. Box 6021
Montreal, P.Q.
H3C 3C3
Telephone: (514) 283-3365

Financial Services Division

This Division is responsible for establishing and overseeing policies and procedures with respect to the provision of financial assistance to small and medium-sized businesses. In addition, Financial Services oversees the management of the Bank's loan portfolio for the entire life of all accounts. Most financing is provided in form of loans for such purposes as purchasing fixed assets, replenishing working capital, refinancing, and financing a change of ownership. Guarantees may be provided to other financial institutions to enable a business to obtain an adequate line of credit. Equity financing is offered in cases where normal debt financing is either inappropriate or unavailable. Investments (equity financing) may be combined with a term loan or guarantee, but in each case FBDB attempts to tailor the type of financing to the specific needs of each business. Financial Services administers these activities through the following Departments: Credit Administration, Loans and Projects, and Investments. Manuals

- *Policy and Operating Procedures of FBDB Financial Services* — FBDB Circulars 101-112, 201-211, 213-220, 227-229, 231-236
- Modules and resource books for Credit Personnel Training Program (CPTP) — provide a refresher or training course for existing and new personnel
- *User Report Manual* — a detailed description of computer-generated internal reports, including the type of information contained in each report, frequency, sequences, and distribution

Classes of Records

FBDB-10
Reports

Description: Activity reports prepared by Financial Services at Head Office, the Regions and Branches; include reports of accounts in arrears, equity investments, write-offs, and disbursements. *Topics:* Reports - Head Office, Region and Branches on accounts (over $400,-000) in arrears more than one month; progressive reports; estimate of possible losses; equity investment report (monthly and semi-annually); summary of write-offs and review report; applications declined; report on operations; regional activity schedule; report analysis of accounts by category; report on loan authorizations; liability reports; loans partially disbursed; recoveries expected on accounts written off; monthly report on loans fully undisbursed and semi-annual investment return reports.

FBDB-20
Policy

Description: Information on FBDB lending policy and, in particular, its policy with respect to the availability of funds elsewhere, commitment and standby fees, prepayment indemnities, interest rates, and refinancing of funds. *Topics:* Availability of funds; change of ownership; types of business; commitment and standby fees; interest rates; refinancing; prepayment indemnity; working capital; credit bureaus.

FBDB-30
Other Sources of Financing

Description: Information on sources of financing other than that provided by FBDB. *Topics:* Federal and provincial sources of financing; chartered banks; insurance companies; sales finance and leasing companies; trust companies; venture capital companies; factoring companies.

Credit Administration Department

This Department develops and oversees the implementation of all policy and procedures related to credit matters. More specifically, it oversees the administration of existing and newly authorized loans and guarantees subsequent to disbursement, reviews and processes write-offs, maintains statistical data for analysis and reports on developing trends. It is also responsible for formulating FBDB Circular instructions and for ascertaining the observance of lending policies and procedures.

Classes of Records

FBDB-40
Loans, Guarantees and Other Types of Financing

Description: Information on submission and authorization procedures, disbursements and category classification, as well as policy, procedures and correspondence related to other forms of financing. *Topics:* Superseding and supplementary credits; closely related accounts; leasing; interim bridge financing; conditional sales contracts; joint and *pari passu* loans; disbursements; category classification and write-offs.

FBDB-50
Loan Accounting and Processing System (LAPS)

Description: Database containing accounting and statistical information on FBDB loans, investments and guarantees. The initial data is entered from the Loan Authorization Form and is continually updated through the administration of a customer account. *Topics:* Customer identification - name, address, branch, industry code, category code, zone code; loan information - type of loan, loan category, investment, guarantee, disbursement, payment and write-off information. *Storage Medium:* Computer disk or tape. *Retrievability:* Files arranged by customer number.

FBDB-60
Accounts History File

Description: Statistical information on all (past and present, dead or live) loans, guarantees, investments and customer accounts since 1944. *Topics:* Account number; date authorized; geographical code; industrial code; original maturity date; actual maturity date. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

FBDB-70
Dead Loan File

Description: Statistical information on all dead loans. *Topics:* Account number; name; type of financing; zone codes; modifier; interest rate; statistical codes; authorization date; maturity date; gross authorized; net authorized and write-offs. *Storage Medium:* Computer tape. *Retrievability:* Files arranged by customer number.

Loans and Projects Department

This Head Office Department processes all loans and guarantees in excess of regional limits. Its task consists of analyzing and processing the credit submissions in the most expeditious way possible. It also provides guidance to the Regional Offices on policy and credit matters.

Class of Records

FBDB-80
Support Groups

Description: Correspondence on support groups which provide analysis and research on credit submissions. *Topics:* Project Research Services; the Project Analysis Group and Special Services.

Investment Department

This Department has primary responsibility for all equity and venture capital financing. Where the Bank has an investment, the Investment Department has primary responsibility for all other FBDB financing, including loans. It also reviews proposals submitted for Head Office authorization, makes recommendations to the authorizing level with changes to submissions, where necessary, and ensures that they satisfy Bank policy criteria and are financially viable. It also provides guidance to Regional Offices on investment policy for investments authorized at the regional level. In addition, the Department assesses, on a continuing basis, the adequacy and suitability of investment policy and procedures, and when necessary, recommends changes.

Class of Records

FBDB-90
Investments and Venture Capital

Description: Correspondence, policy, procedures, and records related to disbursement and monitoring of funds where there is an investment or venture capital factor. *Topics:* Inquiries; submission and authorization procedures; policy and procedures on superseding and supplementary proposals; disbursements; monitoring of investments; underwriting; mergers; acquisitions and divestitures; arrears; category classification; write-offs.

Management Services Division

This Division is responsible for promoting and assisting in the establishment and development of small business in Canada by providing Management Counselling, Management Training and Information Services.

The Management Training section has the responsibility to develop and produce courses, seminars, clinics, workshops, and conferences aimed at improving the management skills of small business owner-managers. CASE (Counselling Assistance to Small Enterprises) is responsible for ensuring that an effective, efficient and affordable counselling service is available to the small business community. The Information Services section ensures that all Branches are kept up to date on federal government assistance programs; publishes booklets and a quarterly newsletter on small business topics; and maintains a Small Business Library in each Branch, with the Main Branch at Head Office.

Regional Offices and Branches are charged with the responsibility of the efficient operation of all Management Services activities in their Region or geographical area and for ensuring that the general public has access to the Bank's Information Services, Management Training Services and Management Counselling Services.

Manuals

- *FBDB Circular Manual* — policy and procedures of all departments of the Bank
- *Management Services* — Circulars 114, 225, 237
- *Management Services Policy Manual* — a description of the various activities and policies as they relate to a Branch operational level
- *Small Business Information Service Training Manual* — a programmed learning device for introducing new Management Services personnel to the procedures of the Small Business Information Service
- *Small Business Library Policy and Procedures*
- *CASE Co-ordinator's Operating Manual* — a manual for the coordinator in each CASE office describing CASE policy and procedures

Class of Records

FBDB-100
Management Services

Description: Basic administrative records of Management Services, including publicity for the various services, budgets, costs, and financial statements; reports and operating statistics for each activity, as well as miscellaneous information, copyright data, and correspondence with other organizations. *Topics:* Complimentary letters; correspondence related to publicity for Information Services; CASE, and Management Training; budgets; operational plans; strategic overviews; accounting; auditors; sales taxes and systems development; activity reports - Head Office, Regional, and Branch statistical reports, evaluations and related correspondence.

Management Counselling Section

This section is responsible for providing counselling services to small business and to persons about to engage in small business in Canada through the facilities of the Counselling Assistance to Small Enterprises (CASE) program.

Class of Records

FBDB-110
Management Counselling

Description: Information on policy matters governing the administration of CASE accounting procedures and related correspondence. *Topics:* Engagement of co-ordinators; contract administration; coordinator conferences; recruiting of counsellors in each region; engagement of outside consultants; legal liability of counsellors; type of assignments; counsellor training; accounting and administration records; and the history of CASE.

Information Services Section

This section is responsible for operating an inquiry and referral service for the public across Canada about government assistance programs for small business. It is also responsible for writing, publishing and distributing to the public a continuing series of booklets on small business topics, as well as a quarterly newsletter containing information and advice pertinent to small business. Information Services also maintains a Small Business library at Head Office and at each Branch containing publications on small business management, and hold information sessions and exhibits for the general public to publicize various assistance programs for small business, including FBDB's Financial and Management Services.

Class of Records

FBDB-120
Information Services

Description: Information on the activities of Information Services including publications, Small Business Information Service, federal and provincial programs, industry studies, inquiries from the public, and exhibits. *Topics: Minding Your Own Business (MYOB)* series; *Small Business News*; industry studies; Small Business statistics; Small Business Information Service (procedures, training, information sessions and enquiries; *Small Business Week*; Business Management Award; Trade Show Exhibit.

Management Training Section

This section is responsible for presenting to the general public a continuing program of small business management seminars at cities and towns across Canada, as well as for presenting management seminars oriented to specific industries (joint seminars) to specific groups of business people, in conjunction with business associations and small businesses. It is also responsible for writing, publishing and distributing a series of adult education courses on small business management known as Owner-manager Courses to provincial Ministries of Education. In addition, it is responsible for sponsoring, organizing and supporting workshops, conferences, and clinics for the promotion of good management practices within small businesses.

Class of Records

FBDB-130
Management Training

Description: Information on audio-visual aids, courses, federal-provincial conferences and relations, joint seminars with other organizations, seminars, management clinics, T.V. studio, Small Business Institute Program, Training the Trainers, management training workshops, research and development, graphic design. *Topics:* Audio-visual aids pertaining to joint seminars; management clinics; workshops; Owner-manager Courses and advertising; Owner-manager Course development and curriculum; FBDB provincial conferences; joint seminars with other associations or organizations; seminar development; management clinics; T.V. studio budgets, contracts, equipment purchases and rentals, production schedules; graphics department.

Foreign Investment Review Agency

Background

The Foreign Investment Review Agency (FIRA) was established in 1974 to advise and assist the Minister responsible for the administration of the *Foreign Investment Review Act*. The Act came into force in two phases: Phase I in 1974 and Phase II in 1975. Phase I covered the acquisition of control of Canadian business enterprises by foreign individuals, corporations, governments or groups containing foreign members; Phase II extended the application of the Act to the establishment of new businesses in Canada either by foreign persons who do not already have a business in Canada, or by foreign persons who already have an established business in Canada, if the new business is unrelated to established business. The Agency advises and assists the responsible Minister, who recommends decisions to the Governor in Council, who then decides whether proposed foreign investments will be allowed or disallowed.

Overall Responsibilities

The central objective of the Agency in screening foreign investments is to ensure that they are, or are likely to be, of significant benefit to Canada. Significant benefit is determined according to a set of performance-oriented criteria that are specified in the Act, namely:

- the effect of the investment on the level and nature of economic activity in Canada, including employment, resource processing, use of parts, components and services produced in Canada and exports from Canada;
- the degree and significance of Canadian participation in the business enterprise and the industry sector to which the enterprise belongs;
- the effect on productivity, industrial efficiency, technological development, innovation and product variety in Canada;
- the effect on competition within any industry or industries in Canada; and
- the compatibility of the investment with national industrial and economic policies, with industrial and economic policy objectives enunciated by a province or provinces likely to be significantly affected by the proposed investment taken into consideration.

Organization

The Foreign Investment Review Agency comprises three main administrative units: the Assessment Bureau, the Compliance Branch and the Policy, Research and Communications Branch. The Agency is headed by a Commissioner, who has the rank of deputy minister. The Assessment Bureau is headed by a Deputy Commissioner, while the Compliance Branch and the Policy, Research and Communications Branch are headed by Directors General.

The Assessment Bureau, which is at the heart of the Agency's operations, analyzes investment proposals according to the assessment criteria outlined in the Act to determine whether or not investment proposals will likely result in significant benefit to Canada.

The Compliance Branch is responsible for the legal, enforcement and general administrative functions of the Agency, which include determining the eligibility of proposals for review under the Act. It also monitors the implementation of plans and undertakings made by investors whose applications are allowed. The Branch is advised and assisted by a Senior Legal Advisor to the Agency assigned by the Department of Justice.

The Policy, Research and Communications Branch is responsible primarily for research and analysis in support of Agency operations and for the development of government policy on foreign investment. It reviews results achieved through the administration of the Act and helps to develop new approaches to improve the Act's effectiveness. The Branch is also responsible for the information services of the Agency.

General Information

Agency Officers

Foreign investors are encouraged to consult officers of the Agency informally, before applying, to discuss the unique circumstances and characteristics of their projected investments and the application of the Act to their investment. This consultation allows foreign investors to become thoroughly familiar with the requirements of the Act, including the review process.

Publications

The Communications Division is responsible for the publication of an annual report to Parliament, a statistical quarterly report on Agency activities, a biannual magazine on investment conditions in Canada, and a series of working papers that are based on research carried out in the Agency. In addition, it can provide information designed specifically for investors and those interested in Canada's policy on foreign investment which is available free of charge in comprehensive information kits. They include a guide for businessmen on the Act, a guide for filing notice of proposed investment, a copy of the Foreign Investment Review Act and related regulations and guidelines, forms for filing notice, and an organization chart of the Agency.

The Communications Division also directs information inquiries on specific aspects of the administration of the Act to the relevant officers of the Agency and responds to general inquiries. News releases are issued on a regular basis, reporting decisions taken under the Act. These decisions are also recorded in the *Canada Gazette*. Inquiries should be addressed to:

Communications Division
Foreign Investment Review Agency
5th Floor West
240 Sparks Street
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-1393

Key Contacts

Inquiries of a specific nature on various aspects of the administration of the Act should be addressed to the senior officers of the Agency listed below.

Policy and Research

Director General
Policy, Research and Communications Branch
5th Floor West
240 Sparks Street
Ottawa, Ontario
K1P 6A5
Telephone: (613) 992-3847

Legal and Enforcement Matters

Director General
Compliance Branch
5th Floor West
240 Sparks Street
Ottawa, Ontario
K1P 6A5
Telephone: (613) 996-2728

Assessment Matters

Deputy Commissioner
Assessment Bureau
5th Floor West
240 Sparks Street
Ottawa, Ontario
K1P 6A5
Telephone: (613) 995-9605

Access Procedures

Requests uder the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Foreign Investment Review Agency
240 Sparks Street
Fifth Floor West
P.O. Box 2800, Station D
Ottawa, Ontario
K1P 6A5
Telephone: (613) 996-2414

Classes of Records

FIRA-10
Cabinet Matters

Description: Information on policy and procedures for making recommendations to Governor in Council. *Topics:* Orders in Council; deemed allowances; Governor in Council documentation.

FIRA-20
Companies

Description: Information on investors whose business activities, plans and intentions may come under the purview of the Act. *Topics:* Draft applications; surveillance activities; reviewability considerations; business activities including plans and intentions; business information reports; corporate financial statements and annual reports; potential applicants. *Retrievability:* Files arranged by individual and company.

FIRA-30
Third-party Representations

Description: Information on representations made to the Agency by parties not directly involved in proposed or completed investment transactions who wish to express views or concerns about investment proposals that may or may not be reviewable under the Act; also, in the case of business takeovers, bids by alternative buyers. *Topics:* Takeover bids; new business; business expansions. *Retrievability:* Files arranged by individuals, companies and groups. Third-party representations are indexed alphabetically, by Standard Industrial Classification (SIC) code and industrial activity.

Assessment Bureau

This Bureau comprises three Branches — Resource Industries, Manufacturing Industries, Service and Construction Industries — and a Small Business Unit. The Bureau's primary functions include the analysis of proposals by foreign investors for the acquisition of control of Canadian business enterprises, the establishment of new businesses and expansion into unrelated businesses in Canada. In addition, it provides advice and assistance to foreign investors with a view to improving plans and undertakings; consults with relevant provincial governments and other federal departments; evaluates representations made by third parties; provides assistance and advice to the Minister on foreign investment proposals, and recommends courses of action. Finally, in cases of investor non-compliance with plans and undertakings, it renegotiates acceptable alternative commitments.

Manual

- *Guide to Undertakings*

Class of Records

FIRA-40
Assessment of Applications

Description: Information on the assessment of foreign investment proposals – a complete record of the review of each foreign investment proposal, from the submission of an application to compliance with the Order in Council allowing or denying the investment; also, in the case of allowed investments, a record of investor performance with respect to plans and undertakings. *Topics:* Applications in prescribed form; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; Minister's recommendations and instructions; results of monitoring the plans and undertakings of allowed investments, including the renegotiation of plans and undertakings which have not been fulfilled. *Retrievability:* Files arranged by foreign investor (individual, company, group of individuals or companies, government or agency of a foreign country).

Compliance Branch

This Branch determines the reviewability of transactions involving the acquisition of Canadian businesses and the establishment of new businesses by foreign investors and ensures that reviewable transactions are submitted to review. It also certifies that foreign investment applications are complete; investigates non-compliance with the Act and prepares demand notices for issue by the Minister; prepares the Agency's opinions and assists and advises in the preparation of Ministerial opinions; monitors and investigates the implementation of plans and undertakings; performs enforcement measures; initiates statutory and regulatory amendments; formulates guidelines for issue by the Minister; interprets and explains the legislation; conducts research into the legal principles which underlie the Act; and exercises responsibility for the general administration of the Agency.

Manual

- *Policies and Procedures Manual*

Classes of Records

FIRA-50
Compliance of Applications

Description: Information on the determination of the reviewability of proposals by foreign investors to acquire control of Canadian business enterprises or establish new businesses in Canada; also the periodic monitoring of proposals which have been allowed, and in the case of proposals which have been disallowed, compliance with the disallowance order within a reasonable period of time. *Topics:* Investment applications in prescribed form, including certificates of receipt; subsequent correspondence with foreign investors; investor compliance with plans and undertakings; investor compliance with disallowance orders; advice, including recommended courses of action to the Minister; court injunctions and the other remedies available under the Act. *Retrievability:* Files arranged by foreign investor (individual, company, group of individuals or companies, government or agency of a foreign country).

FIRA-60
Ministerial Opinions

Description: Ministerial opinions as to whether or not an investor is a non-eligible person as defined in the Act, and whether or not a new or acquired business is related to a non-eligible person's existing business in Canada, as outlined in the guidelines on related business. *Topics:* Eligibility opinions – non-eligible person, presumptive levels of non-eligibility, control in fact (legal control, minority shareholder control, outsider control, group management control); relatedness opinions – established business, new business, expansion of existing business, vertical integration, direct substitutability, same technology and production processes, research and development, industrial classification and other forms of relatedness. *Retrievability:* Files arranged by individual, company and group.

FIRA-70

Agency Opinions

Description: Views and opinions of the Agency on the applicability of the provisions of the Act and related regulations and guidelines, in response to written requests submitted by one or more parties for specific proposed and actual investments. *Topics:* Corporate reorganization; acquisitions of control; new business establishments; related businesses; expansion of existing businesses; joint ventures; partnerships; indirect acquisitions; net leases (leasebacks); stock transfers; mining properties; oil and gas rights. *Retrievability:* Files arranged by individual, company and group.

FIRA-80

***Foreign Investment Review Act* – Interpretation**

Description: Information on the interpretation and application of various sections of the Act and regulations. *Topics:* Notices of right to make further representations; restrictions imposed pursuant to privileged information (disclosures of information); franchises; acquisition of control; ultimate control of a corporation; definition of public and private corporations; property; non-voting common shares; convertible preferred shares; eligibility; proposed amendments to the regulations.

FIRA-90

***Foreign Investment Review Act* – Procedures**

Description: Information on the development of procedures to implement the provisions of the Act. *Topics:* Undertakings; forms of notice (applications); submissions to Governor in Council; statutory time periods; determination and resolution in cases involving non-compliance; post-disallowance procedures; notification of deemed allowances.

FIRA-100

***Foreign Investment Review Act* – Guidelines**

Description: Information on the development and formulation of guidelines for issue by the Minister under the authority of the Act. *Topics:* Treatment of related business; real estate business; acquisitions of interests in oil and gas rights; provision of venture capital; corporate reorganization.

Policy, Research and Communications Branch

This Branch researches and analyzes the economic, industrial and corporate background against which foreign investment proposals are assessed; carries on a program of surveillance to identify transactions that appear to be reviewable but for which a notice has not been submitted; maintains corporate information and data retrieval systems in support of surveillance functions and to meet the needs of the Assessment Bureau and Compliance Branch; undertakes research and analysis on foreign investment issues; contributes to the development of new policy initiatives; represents the Agency at interdepartmental and international meetings on foreign investment; prepares briefings and speeches for the Minister and Commissioner; deals with parliamentary questions on foreign investment; provides information services to the public through the publication of a number of papers, reports, information kits and periodicals on operations under the Act and matters pertaining to foreign investment.

Classes of Records

FIRA-110

Parliamentary Matters

Description: Information on questions directed by Members of Parliament to the Minister responsible for the Agency about all aspects of foreign investment in Canada, specific investment proposals which may be or have been before the Agency, as well as questions on the general administration of the Act. *Topics:* Written questions from the House of Commons and responses; anticipated questions from the House of Commons and responses; Annual Report to Parliament.

FIRA-120

***Foreign Investment Review Act* – General**

Description: Information on the rationale underlying the development of the statutory provisions and regulations of the Act, and ministerial guidelines issued under the authority of the Act. *Topics:* First proclamation of the Act; second proclamation of the Act; related business guidelines; communications plan, including briefings for the provinces and various private sector organizations and associations.

FIRA-130

Acts and Legislation

Description: Information on existing and proposed legislation which may have implications on the administration of the *Foreign Investment Review Act. Topics: Access to Information Act*; *Privacy Act*; *Bank Act*; *Canada Business Corporations Act*; *Combines Investigation Act*; *Fisheries Act*; *Income Tax Act*; *Insurance Companies Act*; *Technology Transfer Agreement Act*; *Trademarks Act*; *Uranium and Thorium Mining Review Act*.

FIRA-140

Policy Development

Description: Information on the development of policy and policy initiatives on foreign investment, and policies to improve the Agency's effectiveness in the administration of the Act. *Topics:* Takeover bids; undertakings; Agency opinions and interpretation notes; multinational enterprises; performance reviews; measures to encourage Canadianization; international business practices; guiding principles of good corporate behaviour and new principles of international business conduct; land ownership; financial assistance for Canadian-controlled companies; joint ventures; takeover bids and alternative buyers; sector; specific initiatives and policies; interdepartmental administrative review of operations under the Act; terms of reference of Parliamentary review of the Act.

FIRA-150

Industrial Sectors

Description: Information on industrial analyses, market profiles, government policies and initiatives on various industries and industrial sectors. *Topics:* Mining; oil and gas; uranium; coal; agriculture; forestry; fisheries; manufacturing industries; service industries; finance and banking. *Retrievability:* Files arranged by industry or industrial sector.

FIRA-160

Co-operation and Liaison – Federal

Description: Information on consultations with other federal departments and agencies on foreign investment proposals that are reviewable under the Act, and other matters pertaining to foreign investment. *Topics:* Procedures for consultation between the Agency and other federal departments; departmental considerations and guidelines for handling FIRA cases; federal industrial and economic policies and initiatives; departmental responses to proposed amendments to the Act; Agency views on federal initiatives that may affect the Agency's activities or otherwise have implications for foreign investment in Canada. *Retrievability:* Files arranged by department or agency.

FIRA-170

Co-operation and Liaison – Provincial

Description: Information on consultations with the provinces and territories on foreign investment proposals which are reviewable under the Act. *Topics:* Principles of understanding on consultative procedures with the provinces and territories; provincial laws and regulations affecting foreign investment; provincial industrial and economic policies and objectives; provincial views on the administration of the Act and on proposed amendments to the Act. *Retrievability:* Files arranged by province or territory.

FIRA-180

Co-operation and Liaison with International Organizations

Description: Information on consultations with international organizations, primarily the Organization for Economic Co-operation and Development (OECD) and the United Nations, which have an active interest in the field of foreign investment. *Topics:* OECD committees – International Investment and Multinational Enterprises, including the OECD Guidelines for Multinational Enterprises, Restrictive Trade Practices, Restrictive Business Practices, Invisible Transactions, Fiscal Affairs, Science, Technology and Industry, Economic Policy; United Nations – Commission on Transnational Corporations, Code of Conduct for Transnational Corporations, U.N. Center for Transnational Corporations. *Retrievability:* Files arranged by organization or committee.

FIRA-190

Co-operation and Liaison – Other

Description: Information on co-operation and liaison activities with universities, colleges, and schools on foreign investment and the Agency's activities under the Act. *Topics:* Requests for information and data on foreign investment in Canada; reviews of research proposals, articles and papers; research grants and support for outside research on foreign investment; Agency presentations to universities, colleges and schools. *Retrievability:* Files arranged by institution.

FIRA-200

Consultations

Description: Information on consultations with business, industry and law associations, committees, Royal Commissions, task forces, etc., on Canadian foreign investment policies and initiatives, and the administration of the Act. *Topics:* Application and provisions of the Act; proposed amendments to the Act; levels of foreign investment in Canada; industry sector policies and initiatives. *Retrievability:* Files arranged by organization or association.

FIRA-210

Foreign Investment in Other Countries

Description: Information on the provisions of foreign countries to monitor, regulate or prohibit foreign investment; foreign countries' views on Canada's approach to foreign investment; briefings for ministers and officials visiting foreign countries or meeting with foreign government officials or representatives of foreign companies; interdepartmental briefings on the activities of foreign countries that relate to foreign investment. *Retrievability:* Files arranged by country.

FIRA-220

Conferences and Meetings

Description: Information on participation by the Minister and officials of the Agency in conferences, meetings, symposia and seminars in which foreign investment in Canada is a topic, including speeches by the Minister and senior Agency officials. *Retrievability:* Files arranged by individual, conference or meeting.

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor General in Council, and was proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Great Lakes Pilotage Authority was incorporated by Letters Patent on May 17, 1972 as a subsidiary of the St. Lawrence Seaway Authority, and as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

The Great Lakes Pilotage Authority Ltd. is in general governed by the following:

- *Canada Shipping Act*
- *Pilotage Act*
- *General Pilotage Regulations*
- *Great Lakes Pilotage Regulations*
- Authority By-Laws
- Memorandum of Arrangements between the Minister of Transport, Canada and the Secretary of Transportation, U.S.A.

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all waters in the Province of Quebec south of the northern entrance to the St. Lambert Lock and all Canadian waters in and around the Province of Ontario and Manitoba. Pilotage in international waters within these boundaries are shared with U.S.A. Pilot Corporations which are under direction of the United States Coast Guard, as agreed under a Memorandum of Arrangements between Canada and the United States. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Great Lakes Pilotage Authority consists of a Chairman, Vice Chairman and five members appointed by the Governor General in Council. The Authority's Head Office is located in Cornwall, Ontario. The Eastern District Operations Office is located at Headquarters in Cornwall and the Western District Operations Office in St. Catharines, Ontario. All management services, administrative, personnel, financial, contracts and purchasing, etc. are provided by the Cornwall Office.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Great Lakes Pilotage Authority
132 Second Street East, 4th Floor
P.O. Box 95
Cornwall, Ontario
K6H 5R9
Telephone: (613) 933-2995

Administration Branch

The function of this Branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- *Accounting Procedures*
- *Administrative Directives*
- *Pilotage Tariffs*

Operations Branch

The function of this Branch is to provide pilotage service by assignment and to dispatch qualified pilots to ships navigating within the boundaries of the Great Lakes Pilotage Authority Ltd.

Manuals

- Collective Agreements
- *Working Rules*
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- *Dispatching Procedures*

Classes of Records

GLPA-10
Pilotage Services

Description: Information on the provision of pilotage services within the Great Lakes region. *Topics:* Dispatching records; pilotage licenses; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

GLPA-20
Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

Background

The Immigration Appeal Board is an independent court established under the *Immigration Act*, 1976 to hear appeals made under the Act and to consider the redetermination of claims to Convention refugee status.

Laws and Regulations

- *Immigration Act*, 1976
- *Immigration Regulations*, 1978
- *Immigration Appeal Board Rules (Appellate)*, 1981
- *Immigration Appeal Board Rules (Convention Refugee)*, 1981

Overall Responsibilities

The Board is a court of record and appeal. Applications and related proceedings are heard in open court; the record of any proceedings is public information and available from the registrar on request, except where, at the request of one of the parties to an action, the Board at its discretion directs that the proceedings be held *in camera*. In making its decisions the Board is bound by the legislation and the whole of Canadian immigration jurisprudence, relevant decisions and interpretations of higher courts; its proceedings are governed by rules of procedure, and it has the powers, rights and privileges of a superior court of record.

The Minister of Employment and Immigration is a party to all proceedings before the Board.

Appellate

The Board hears appeals made by:

- permanent residents of Canada or Convention refugees who have been ordered deported;
- persons holding a valid visa who are refused entry into Canada;
- the Minister of Employment and Immigration when he is not satisfied with a decision of an adjudicator which allows a person to remain in or enter Canada; and
- Canadian citizens who have sponsored an application for landing in Canada by a member of the family class which has been refused.

Convention Refugees

Persons who have made a claim to be a Convention refugee within the meaning of the UN Convention on the Status of Refugees and whose claim has been refused by the Minister of Employment and Immigration may apply to the Board for a redetermination of that claim.

Organization

Under the *Immigration Act*, the Board consists of not less than seven and not more than 18 members who are appointed by the Governor in Council. The present Board consists of the Chairman, five Vice Chairmen and eight other members. A quorum of the Board is not less than three members, one of whom must be the Chairman or a Vice Chairman. Headquartered in Ottawa, the Board has permanent regional courts in Ottawa (National Capital Region), Montreal (Quebec and the Maritimes), Toronto (Ontario Region) and Vancouver (the Prairies and Western Canada). The Board circuits into other cities in Canada as the volume of cases warrants. It is supported by an Operations Branch (Secretariat) with three regional offices.

Publications

- Annual Report — at the close of each calendar year, the Chairman of the Board reports on the work of the Board to the Minister of Employment and Immigration who tables the report in Parliament within thirty days of the beginning of the fiscal year
- Information Notice — in acknowledging receipt of an appeal or application, the Board includes an information notice which describes in some detail the nature of the proceedings before the Board
- Decision and Reasons for Judgement — notes on decisions of the Immigration Appeal Board are published monthly in the Canadian Law Information Council (CLIC) publication

General Information

General inquiries should be directed to:

Ottawa — National Capital Region

Senior Registrar
Immigration Appeal Board
116 Lisgar Street, 3rd floor
Ottawa, Ontario
K1A 0K1

Quebec and the Maritimes

Registrar
Immigration Appeal Board
1550 de Maisonneuve West
Fourth Floor
Montreal, P.Q.
H3G 1M2

Ontario

Registrar
Immigration Appeal Board
1235 Bay Street, 6th floor
Toronto, Ontario
M5R 3K4

Prairies and Western Canada

Registrar
Immigration Appeal Board
No. 3 Bentall Centre, Suite 1583
595 Burrard Street
P.O. Box 49180
Vancouver, B.C.
V7X 1K8

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Immigration Appeal Board
116 Lisgar Street, 3rd floor
Ottawa, Ontario
K1A 0K1
Telephone: (613) 995-6486

Operations Branch

This Branch operates as a secretariat to support the Board and is responsible for the planning, co-ordination and direction of the Immigration Appeal Board activities in Head Office and the Regions.

It provides legal advice and research services to the Board, responds to inquiries and brings actions before other courts.

Manual

- *Procedures and directives relating to the procedures within the Immigration Appeal Board*

Classes of Records

IAB-10
Case Files

Description: The record of all appeals and applications made to the Board. This class contains the complete information, evidence, exhibits, arguments and submissions upon which the Board makes its decision.

IAB-20
Immigration Appeal Board Index

Description: Information on the jurisprudence of the Board. *Topics:* Precedents and significant decisions of Immigration Appeal Board, Federal Court, Supreme Court. *Storage Medium:* Cardex. *Note:* Cardex is available in regional libraries.

IAB-30
Conduct of Hearings

Description: Information on the conduct of hearings before the Immigration Appeal Board – appeals, applications for redetermination and related matters. *Topics:* Practices and procedures for court administration; practices and procedures for court reporters and interpreters; judgements and orders; detained persons; reasons; transcripts.

IAB-40
Judicial Information

Description: Information on the application of related legislation, interpretations and decisions of other courts, legal processes and rules of procedure. *Topics:* Acts; orders and regulations; inquiry proceedings; administrative law organizations; interpretations and decisions of the Federal and the Supreme Court.

Regional Offices

The functions of the Regional Offices include the maintenance of the Immigration Appeal Board Regional Registry, the administration for the court and the delivery of judgements and orders.

Manual

- Instructions and Directives on Procedures within the Regional Offices

International Development Research Centre

Background

The International Development Research Centre (IDRC) was established by the Parliament of Canada in 1970 as an autonomous public corporation to stimulate and support research for the benefit of developing countries. Research supported by the Centre is directed at adapting and applying science and technology in fields that directly affect the day-to-day lives of people, for example, agriculture, nutrition, education, health services, the effect of technological change on traditional society, population, tropical diseases and water supplies.

The great majority of IDRC-supported projects are aimed at improving the quality of life in the rural areas of developing countries. Three-quarters of the people live in these areas, yet they are usually the last to benefit from the advances of science and technology. IDRC also supports programs that will help developing regions build both human and institutional capacity for bringing the methods of scientific inquiry to bear on the solution of their own problems.

Building a strong local base for future research is another important objective of most IDRC-supported projects. Every effort is made to provide opportunities for both junior and senior researchers to broaden their experience through further specialized study or practical on-the-job training or both.

Legislation

- *International Development Research Centre Act*, 1970
- General By-law of the IDRC

Organization

The IDRC's headquarters are in Ottawa, where it has an international staff. Regional offices in Asia (Singapore), East Africa (Nairobi), West Africa (Dakar), Latin America (Bogota) and the Middle East (Cairo) link Ottawa with the researchers and policymakers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

The IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the *International Development Research Centre Act*, the Chairman, Vice Chairman, and nine other governors must be Canadian citizens; the other ten are non-Canadians. In 1982 six non-Canadian governors were from developing countries.

The President of IDRC holds the rank of Deputy Minister and is responsible to Parliament through the Minister designated for that purpose by the Governor in Council (currently the Secretary of State for External Affairs). He is assisted in the Centre's day-to-day operations by a Management Committee composed of the Officers appointed by the Board of Governors.

Overall Responsibilities

The International Development Research Centre initiates, encourages, supports and conducts research into the problems of the developing regions of the world and into the means of applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. Its research activities are carried out by five program divisions. A brief description of each division's area of concentration follows.

Agriculture, Food and Nutrition Sciences Division

This Division's emphasis is on crops, farming systems, and reforestation in arid and semi-arid lands. It also supports research on: food crops that in the past have been neglected, such as root crops, food legumes, and oilseeds; agroforestry — the combination of trees with food crops; multiple cropping systems; improvement of pasture lands; use of agricultural wastes and by-products in animal feed; fish farming and shellfish culture; post-production systems of protection, processing, and distribution of cereal grains, root crops, legumes, fish, fruits, and vegetables; and the needs of the rural housewife and her family.

Health Sciences Division

This Division concentrates its support on five program areas: biological and environmental control of some major tropical diseases; techniques to improve water supply systems and sanitation in rural areas and peripheral urban squatter settlements; safer and more effective methods of fertility regulation; evaluation of the rural health care delivery system; and occupational health.

Information Sciences Division

This Division co-operates with UN agencies to establish worldwide information systems (for agricultural sciences, population policy, etc.), and assist developing countries to participate in such systems. It also supports the creation of specialized information centres on subjects of interest for development (e.g. particular crops, irrigation technology, sanitation for rural areas); improvement of industrial extension services; development-related communications research; improvement of library services; and provides an internal library and computerized information service to IDRC and the Canadian development community.

Social Sciences Division

This Division focuses on: research to ease the process of modernization and change, especially in rural areas; formation of appropriate science and technology policies; investigation of the effectiveness of traditional and non-traditional education systems; studies of the determinants of population change and its effects on social and economic development; and research leading to more efficient management of development activities.

Co-operative Programs Unit

This unit was established in 1980 in response to the need for greater access to research expressed by the developing countries at the UN Conference on Science and Technology for Development. The main aim of this new program is to promote collaboration between research groups in the developing countries and their counterparts in the Canadian scientific community, whether academic, governmental or private. By providing increased opportunities for developing-country researchers to work with Canadian research institutions, the program will strengthen the scientific and technological capacity of the participating Third World institutions. By establishing channels of communication among scientists, it is designed to improve the transfer of research results.

Communications Division

The Centre has always placed considerable importance on the publication and dissemination of research results. IDRC's Communications Division produces a wide range of technical and scientific materials for worldwide distribution, particularly in the developing countries. It also produces more general materials to inform the public about the work of the Centre. Catalogues of all current IDRC publications and films are available on request.

All of the activities of the IDRC are supported by the services of the Office of the Secretary and General Counsel, the Office of the Comptroller General and Treasurer, the Office of the Director of Human Resources, and the Office of the Director of Planning and Evaluation.

General Information

The Public Affairs Unit of the Communications Division receives inquiries from the public for information about the IDRC and general development issues. The Library and computerized information service respond to the more specific information needs of Centre staff and the larger Canadian development community. For general information, please contact:

Public Affairs Unit
International Development Research Centre
60 Queen Street
P.O. Box 8500
Ottawa, Canada
K1G 3H9
Telephone: (613) 996-2321
Telex: 053-3753

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
International Development Research Centre
60 Queen Street, 15th Floor
Ottawa, Ontario
K1G 3H9
Telephone: (613) 992-2321

Agriculture, Food and Nutrition Sciences Division

This Division is responsible for encouraging and supporting research projects for the benefit of rural peoples in the Third World. The semiarid regions of the developing world are the principal focus of much of the Division's research support. It has emphasized the importance of a systematic approach to research, and it stresses the need both to consult and co-operate with the people whom the research is intended to benefit.

Class of Records

IDRC-10
Research Projects in Agriculture

Description: Information on development and support of agricultural research. *Topics:* Crops and cropping systems; fisheries; animals; forestry and post-production systems.

Information Sciences Division

The main thrust of this Division is to make grants for the establishment of better information systems, tools and services to meet the needs of scientists, technologists and officials in the developing countries. In its support for information projects in such fields as agriculture, health, population, education, and economic planning, the Division is closely involved in the work of the Centre's other four program divisions. In addition to its research program area the Division also maintains the Centre library, whose collection is available to the public, a MINISIS computer group and a small micrographics unit.

Classes of Records

IDRC-20
Research Projects in Information Science

Description: Information on development and support of information systems. *Topics:* Development; infrastructure development; in-house information projects.

IDRC-30
Internal Databases

Description: Computerized bibliographic information on development issues, socio-economic planning, the delivery of low-cost rural health care, and a record of all IDRC projects. *Topics:* BIBLIO (Records of Library holdings); DEVSIS (Development sciences information system); SALUS (Rural health care bibliography); PINS (Project information system).

IDRC-40
External Databases

Description: Information on external databases made available through the Library. *Topics:* Computerized bibliographic databases created and maintained by the Food and Agricultural Organization (FAO), International Labour Office (ILO), UNESCO, United Nations Industrial Development Organization (UNIDO) or other international organizations.

Health Sciences Division

The overall goal of this Division is to help the developing nations to provide a better standard of health for their people. It concentrates on areas where it is felt that project funds will provide the maximum impact and help stimulate local research capability. The Division maintains worldwide links with other international agencies to ensure that its research results are shared. It also participates in major international research efforts with organizations such as the United Nations Development Program (UNDP), World Bank, and World Health Organization (WHO).

Class of Records

IDRC-50
Research Projects in the Health Sciences

Description: Information on development and support of health projects. *Topics:* Fertility regulation methods; rural health care delivery; communicable and non-infectious diseases; rural water supply and sanitation; occupational health.

Social Sciences Division

The Centre is fundamentally concerned with supporting research aimed at better meeting people's essential needs, particularly in the rural areas of developing countries. In the broadest terms, the role of this Division is to help societies gain, through research, deeper understanding of the processes of development and their effects on people and social institutions. As such understanding grows, problems and solutions can be more clearly identified, and effective policies formulated to contain them.

Class of Records

IDRC-60
Research Projects in the Social Sciences

Description: Information on development and support of social science research. International and regional research networks; science and technology policy; economics and rural modernization; population and development research; education; urban policy.

Co-operative Programs Unit

The main orientation of this unit is the promotion of research collaboration between research groups in Canada and in the developing world. It offers support for co-operative research in any subject area whose importance to developing countries is established and in which Canadian expertise is recognized.

Class of Records

IDRC-70
Research Projects between Canadian and Developing Country Institutions

Description: Information on development and support of collaborative research. *Topics:* Research funding; scientific exchanges; institutional links; international relations.

Laurentian Pilotage Authority

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor General in Council, and proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority is a Crown corporation established on June 30, 1971 and effective as of February 1, 1972. It is a Schedule D corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

The Authority is governed by the *Pilotage Act* and the regulations made thereunder.

Overall Responsibilities

The objects of the Authority are to establish, operate, maintain and administered in the interest of safety an efficient pilotage service within its geographical boundaries. It has jurisdiction in and around the Province of Quebec north of the northern entrance to the St. Lambert Lock, except the waters of Chaleur Bay south of Cap d'Espoir.

Organization

The Authority's Board of Directors is appointed by the Governor in Council to a maximum of seven members. The Chairman is the chief executive officer; the other permanent member is the Vice Chairman.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Laurentian Pilotage Authority
1080 Beaver Hall Hill
Room 1804
Montreal, P.Q.
H2Z 1S8
Telephone: (514) 283-6320

Administration Branch

The functions of this Branch are to attend Board meetings, keep minutes, and take care of files and records.

Operations Branch

The function of this Branch is to provide pilotage services by assignment and to dispatch qualified pilots to ships navigating within the Authority's region.

Manuals

- Collective Agreements
- *Working Rules*
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- *Dispatching Procedures*

Classes of Records

LPA-10
Pilotage Services

Description: Information on the provision of pilotage services within the Laurentian region. *Topics:* Dispatching records; pilotage licenses; assignments; tariff charges; accident reports; collective agreements; international shipping affairs.

LPA-20
Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

Law Reform Commission of Canada

Background

The Law Reform Commission of Canada was established by an Act of Parliament which came into force on June 1, 1971. The original statute provided for a Chairman, a Vice Chairman, two other full-time Commissioners and two part-time Commissioners. A subsequent amendment in 1975 eliminated the part-time Commissioners in favour of one more full-time Commissioner, so that the present establishment of Commissioners comprises five full-time members, one being the President, a title which superseded "Chairman", and one Vice President.

Legislation

- *Law Reform Commission Act*

Overall Responsibilities

The objects of the Commission are to study and keep under review on a continuing and systematic basis the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including, without limiting the generality of the foregoing:

- the removal of anachronisms and anomalies in the law;
- the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada, and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions;
- the elimination of obsolete laws; and
- the development of new approaches to and new concepts of the law in keeping with and responsive to the changing needs of modern Canadian society and of individual members of that society.

Key Contacts

General Inquiries

The Secretary
Law Reform Commission of Canada
130 Albert Street
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Press Inquiries

Director of Information Services
Telephone: (613) 996-7851

Parliamentary Questions

Director of Operations
Telephone: (613) 996-7844

Publications Office

Telephone: (613) 996-7791

Publications

Working Papers

The Commission's Working Papers contain the results of its research in law on specific topics, together with its tentative recommendations for changes. Its final Reports convey to Parliament the Commission's firm proposals for reform, with the reasoning for arriving at those conclusions. In addition to these publications it publishes an Annual Report which contains a listing of all publications currently available. Commission publications are issued free of charge and may be obtained by visiting the Commission at its premises or by telephoning the publications office.

Study Papers

As an introduction to some study topics, the Commission has produced Study Papers which were given a restricted distribution, and some other research papers which were similarly limited in distribution. These are available at the Commission library.

Library

The Commission's library holds all the Commission research papers including those which have had a very limited distribution. It is a working legal library with a public reading room.

Regional Activities

The Commission maintains a small regional office in Montreal, largely devoted to liaison and research in the field of Civil Law. Records held there are part of the main filing system and are not necessarily complete in themselves.

Access Procedures

Formal requests for access under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Law Reform Commission
Varette Building, Room 844
130 Albert Street
Ottawa, Ontario
K1A 0L6
Telephone: (613) 996-7844

Classes of Records

LRC-10
Law Reform

Description: Information on Law Reform Commission philosophy and the methodology of study and research in various areas of the law, general administration of research, visits, correspondence with Ministers, outside inquiries, and liaison with Canadian, foreign, and international organizations concerned with research in law. *Topics:* Law reform; court cases; Acts and legislation; federal Acts and legislation – suggestions and opinions; legal drafting; constitution; legal research – references and abbreviations; Community Law Reform Project (East York); law reform co-operation and liaison; federal electoral reform; library – law project; ongoing modernization of statutes; pilot projects; research studies; statistics; reports and returns; a system to classify, retrieve and monitor Law Reform Commission recommendations; law reform – suggestions and opinions; young offenders.

LRC-20
Administrative Law

Description: Information on the study of Powers and Procedures of federal agencies, and the use of sanctions to enforce compliance with regulations. *Topics:* Administrative law; administrative law appeal; Administrative Review Council; Federal Court; Judicial Review; Guidelines for Administration; federal agencies; freedom of information; Catalogue of Discretionary Powers in the Revised Statutes of Canada (R.S.C.) 1970; statutory powers of administrative authorities; Study Group of Administrative Tribunals; administrative appointments and procedures; administrative law – suggestions and opinions.

LRC-30
Criminal Law

Description: Research into the structure and content of the Criminal Code, the role of legislation, and the whole process of criminal law. *Topics:* Criminal law; aims and purpose of criminal law; criminal law – towards a codification; corporate criminal liability; equality before the law – native people; poverty and criminal law; general principles and substantive offences; intoxication; mental elements of the offence; mental illness; mental disorder in the criminal process; criminal responsibility for group action; strict liability; criminal law – suggestions and opinions.

LRC-40
Criminal Law – Offences

Description: The study of willful attempts to obstruct, pervert or defeat the course of justice. *Topics:* Conspiracy; contempt of court; dishonest acquisition of property; empirical event basis of criminal offences; empirical research on statement admissions and confessions; homicide; obscenity; pre-trial statements; protection of political institutions; sexual offences; dangerous sexual offenders; theft, fraud and related offences; criminal law offences – suggestions and opinions.

LRC-50
Criminal Law – Procedure

Description: Research into procedures leading to the trial, and the trial process. *Topics:* Criminal law procedure; self-incrimination; assessors; bail reform legislation; charging process discretion; charging process – framing the charge; classification of offences and the jurisdiction of the courts; control of the process; costs in criminal cases; criminal records – maintenance and disclosure; extraordinary remedies; jury; jury – pattern instructions; jury study – surveys; evidence of identification; minor offences; plea bargaining; pre-sentence hearings; pre-trial discovery; pre-trial procedures; private prosecutions; retention of stolen goods as exhibits at trial; police powers – general, arrest, search and seizure; police interrogation procedures; criminal procedure – suggestions and opinions.

LRC-60
Sentencing

Description: Studies of procedures surrounding sentencing. *Topics:* Sentencing and disposition; diversion; sentencing and disposition – empirical research; fines; deterrence; hospital orders; information use in sentencing; imprisonment; legal aspects of prison decision-making; magistrates' courts (Winnipeg Study); parole; prisoners' rights; probation; restitution; statistical data; sentencing and disposition – surveys, suggestions and opinions.

LRC-70
Military Law

Description: Studies on the rules of evidence used in the Canadian Armed Forces.

LRC-80
Evidence

Description: Studies on methods and procedures in presenting evidence to the court. *Topics:* Evidence; burden of proof and presumptions; character of witness and similar fact; children's evidence; compatibility of the accused and the admissibility of his statements; confessions; exclusion of illegally obtained evidence; expert witnesses and opinion evidence; authentication and identification; corroboration; hearsay; judicial notice; privileges; evidence witnesses – competency and compellability; evidence – suggestions and opinions.

LRC-90
Family Law

Description: Studies of Parliament's legislative authority in marriage and divorce. *Topics:* Family law; children's legal representation; divorce; Family Court; Unified Family Courts; illegitimacy; maintenance orders; matrimonial property – common law, civil law; nullity of marriage; statistical data; family law – suggestions and opinions.

LRC-100
Expropriation

Description: Information on the study of federal expropriation powers not in the *Expropriation Act*. *Topics:* Expropriation; communications with non-government agencies; communications with foreign governments and agencies; communications with provincial governments; communications with federal agencies and departments; injurious affections; public hearings; expropriation – suggestions and opinions.

LRC-110
Commercial Law

Description: Research on the payment process, personal property security, corporate securities, and consumer protection. *Topics:* Commercial law; Canadian payment system; interest on judgment debts; commercial law – suggestions and opinions.

LRC-120
Labour Law

Description: Research on the *Canada Corporations Act*, the *Income Tax Act*, and the *Labour Code*. *Topics:* Labour law; arbitration.

LRC-130
Protection of Life

Description: Research on the role of the law in the whole area of life and death generally. *Topics:* Protection of life; consent; death and dying; environmental law; health care rights; human experimentation; mental health care; protection of the person in criminal law; protection of life – suggestions and opinions.

Medical Research Council

Background

The Medical Research Council (MRC) is a Crown corporation established as a separate entity in 1969 after operating for some 10 years as a virtually autonomous unit of the National Research Council. The Council now reports to Parliament through the Minister of National Health and Welfare, but is outside the framework of the Department itself.

Overall Responsibilities

The chief function of the Council is to promote, assist and undertake health science research in Canada by providing support for research initiated and carried out primarily in schools of medicine, dentistry and pharmacy, and their affiliated institutes and hospitals. The Council does not operate laboratories of its own; it believes that research in the health sciences is best carried out in a milieu close to the point of application of its results.

Organization

The Council consists of a full-time President, who is its Chief Executive Officer with a rank equivalent to that of a Deputy Minister, and 21 other members appointed by the Governor in Council who serve on a part-time basis without remuneration. Because of the nature of the Council's work, members are chiefly drawn from the health professions, but the lay public is also well represented. Council meets routinely three times a year.

There is a full-time secretariat of 39 located in Ottawa and headed by the President. This relatively small staff is assisted by 17 university researchers who are on contract as part-time Scientific Officers of MRC and some 175 other experts who serve on the 25 standing committees of the Council which have the responsibility of assessing the scientific merit of proposals submitted to it.

General Information

General information on the Council is provided by the Communications Section through headquarters facilities in Ottawa. Contact may be made in person, by telephone, or by writing to the Section, at the following address:

Director of Communications
Medical Research Council
Room 2002, Jeanne Mance Building
Tunney's Pasture,
Ottawa, Ontario
K1A 0W9
Telephone: (613) 996-8182

Access Procedures

Requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Medical Research Council
Room 2012, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 996-8172

President's Office

The President has overall supervision over the direction of the work of the Council, its officers and staff.

Secretariat

The Secretariat provides corporate services, including administration for the governing Council and executive committee, as well as Parliamentary, Ministerial and statistical services.

Awards Program Section

This Section provides administrative services related to the receipt of applications, their review by referees and committees, presentation of recommendations to the Council, notifications to applicants and administration of the awards.

Classes of Records

MRC-10
Career Investigators

Description: The Medical Research Council Associateship was established in 1956 as a means of providing funds for the salaries of a limited number of individuals of outstanding ability and training who wished to make research a full-time career. No new appointments as associates are being made by the Council. Associates appointed in 1975 and earlier will continue in their appointment subject to the terms and conditions under which they accepted the award, but with the title of Career Investigator. *Topics:* Individual's Career Investigator application; committee decision; administration of the award; general correspondence.

MRC-20
Scholarships

Description: Scholarships provide salary support for a period not exceeding five years to a limited number of young health science investigators who show particular promise as independent researchers. *Topics:* Individual's Scholarship application; committee decision; administration of the award; general correspondence.

MRC-30
Research Professorships

Description: Research Professorships provide an opportunity for faculty members to spend a year at full-time research in their own laboratories free of their ordinary teaching and administrative responsibilities. *Topics:* Individual's Research Professorship application; committee decision; administration of the award; general correspondence.

MRC-40
Visiting Scientists

Description: Visiting Scientist awards are made in limited numbers each year to enable investigators to spend 3 to 12 months in laboratories other than their own. Proposals may be submitted by the deans of Canadian health science faculties on behalf of foreign scientists, or by Canadian investigators who wish to spend some time in another university in Canada or abroad in order to advance their research. *Topics:* Individual's Visiting Scientist application; committee decision; administration of the award; general correspondence.

MRC-50
Visiting Professors

Description: Visiting Professorships are intended to encourage collaboration and exchange of information among scientists in Canadian universities. Awards are made to the universities on a formula basis, following submission of proposals by the deans of health science faculties. *Topics:* Individual's Visiting Professor application; committee decision; administration of award; general correspondence.

MRC-60
Centennial Fellowship

Description: Centennial Fellowships are designed for outstanding young persons of distinguished academic standing who hold an M.D., D.D.S, D.V.M., or Ph.D. degree and who wish to broaden their fields of interest and thus equip themselves for independent work in clinical investigation and interdisciplinary research in the health sciences. Awards are made for one to three years; no more than 20 new awards are made in any one year. *Topics:* Individual's Centennial Fellowship application; committee decision; administration of the award; general correspondence.

MRC-70
Fellowships

Description: Fellowships are offered in competition to highly qualified candidates with an M.D., D.D.S., D.V.M., or Ph.D. degree who wish to take full-time research training in the health sciences. Awards are tenable for 12 months and may, under certain conditions be renewed. *Topics:* Individual's Fellowship application; committee decision; administration of the award; general correspondence.

MRC-80
Studentships

Description: Studentships are provided in competition to highly qualified graduates with a B.Sc. degree who are undertaking full-time training in research leading to an M.Sc. or Ph.D. degree under the supervision of members of departments of schools of medicine, dentistry or pharmacy, and under certain circumstances, schools of nursing or physical education. Awards are tenable for 12 months and may be renewed a maximum of three times. *Topics:* Individual's Studentship application; committee decision; administration of award; general correspondence.

MRC-90
Summer Scholarships

Description: Summer Scholarships are made available to undergraduates in medicine, dentistry and pharmacy who wish to gain research experience in a health science department during the summer months. Funds are provided to the dean of each faculty of medicine, dentistry and pharmacy in accordance with a formula based on undergraduate enrolment. Recipients of the awards are selected locally. *Topics:* Deans' reports; general correspondence.

MRC-100
France-Canada Scientific Exchange Programs

Description: The Council participates in two programs intended to foster collaboration between scientists in France and Canada – the MRC-INSERM Program and the France-Canada Intergovernmental Program. *Topics:* Individual's application form; committee decision; administration of the award; general correspondence.

MRC-110
U.S. National Institute of Health International Research Fellowships

Description: The Council is responsible for the initial screening of Canadian candidates for International Research Fellowships offered by the U.S. National Institute of Health. *Topics:* Individual's application form; general correspondence.

Special Programs Section

This Section provides administrative services related to the receipt of applications, their review by referees and committees, presentation of recommendations to the Council, notification of applicants and administration of the special projects.

Class of Records

MRC-120
Special Programs

Description: The Council has initiated various programs designed particularly to promote the development of health science research in Canada, provide optimum conditions for research in areas which may be expected to be specially productive, encourage collaborative research, and foster research in regions that require particular stimulus. *Topics:* Anti-lymphocyte Serum "Als"; symposia; cardiovascular research; Clinical Trial for Isopentenyl Adenosine; L'Dopa; microcapsules; pre-term labour; ALG in human cadaver renal transplants; positron emmission tomography; Canadian Multicentre Transplant Study on Cyclosporin "A"; human pituitary hormones; immmunotherapy for cancer (BCG); amniocentesis; recombinant DNA and viruses; dyskenesia; bioethics.

Grants Section

This Section provides administrative services related to the receipt of applications, their review by referees and committees, presentation of recommendations to the Council, notifications to applicants and administration of grants.

Classes of Records

MRC-130
Research Development Grants

Description: Subject Research Development Grants are designed to increase the potential of existing teams of researchers by adding to the number of senior investigators working in the subject in an already developed department, or to assist in the establishment of major investigators in a health professional school in which there has as yet been little research in the subject. Subject Research Development Grants are only awarded in situations where there appears a definite university intention to establish and maintain a new research program in the subject concerned. *Topics:* Application for heart disease and perinatology; Council decision; administration of the grant; general correspondence.

MRC-140
General Research Grants

Description: General Research Grants are made each year to the dean of each school of medicine, dentistry and pharmacy, to be used for the support of research at the discretion of the dean, except for the stipulation that they not be used for the payment of supplementation of salaries of academic personnel, construction costs or overhead expenses. *Topics:* Notification of the grant to the dean; financial statement; general correspondence.

MRC-150
Development Grants

Description: The Development Grant Program is designed primarily to assist in the recruitment or establishment of new faculty members with a major interest in research in schools of medicine, dentistry and pharmacy where research activity is thought to be inadequate from the standpoint of the contribution it should make to professional education and health care. *Topics:* Application of the principal investigator, *et al*; Executive Council decision; administration of grants; general correspondence.

MRC-160
Medical Research Council Groups

Description: Medical Research Council Groups provide full support for teams of accomplished investigators who wish to develop collaborative programs in what appear to be especially productive areas. The members of an MRC Group are expected to devote their entire research effort to the program of the Group and to be freed of the ordinary responsibilities of a member of faculty. *Topics:* Application of director of the group, *et al*; Executive Council decision; administration of the Group; general correspondence.

Special Studies Section

This Section undertakes *ad hoc* and continuing studies and provides information to the President and the Council for policy consideration.

Classes of Records

MRC-170
Fields of Research

Description: Information on areas peripheral to medical research for which the Council has some responsibility. *Topics:* Research in the fields of dentistry; motor vehicle accidents; schools of pharmacy; psychology; occupational health and safety; gerontology; surgery and veterinary medicine, general correspondence.

MRC-180
Research Survey

Description: Information on surveys established by the Council to gather general statistical data on selected aspects of the research community for use by the Council in determining the research requirements of the health science community across Canada. *Topics:* Surveys – graduate students, medical research support, research personnel, research trainees, research costs, health science research funding, academic degrees, fellowships and scholarships from other agencies.

Queen Elizabeth II Canadian Research Fund

Background

The Queen Elizabeth II Fund to Aid in Research on the Diseases of Children was established by the Parliament of Canada to commemorate Her Majesty's visit to Canada in 1959. The Fund, in an amount of one million dollars, was created to provide financial support to individuals or organizations prepared to undertake or to carry on research into the causes, prevention or treatment of diseases of children.

The Fund is administered by a Board of Trustees; the administrative services required are provided by the secretariat of the Medical Research Council.

Access Procedures

Formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Medical Research Council of Canada
Room 2012, Jeanne Mance Building
Tunney's Pasture
Ottawa, Ontario
K1A 0W9
Telephone: (613) 996-8172

Class of Records

MRC-190
Queen Elizabeth II Scientists

Description: These awards are designed to enable competent investigators to pursue a career in research on the diseases of children. Queen Elizabeth II Scientist awards are tenable in Canadian universities or affiliated hospitals. *Topics:* Individual's Queen Elizabeth II Scientist application; committee decision; administration of the awards; general correspondence.

Background

The quality of the urban and regional setting of the Nation's Capital has been a continuing concern of the Government of Canada since Confederation, and more particularly since 1899 when specific provision was made for a government organization with the mandate to ensure that the Capital could adequately fulfill its role as a major national symbol.

The Ottawa Improvement Commission (1899-1927) and the Federal District Commission (FDC, 1927-1958) were the first such agencies; their most significant accomplishments were the development of the early stages of the National Capital Region's network of parks and parkways.

By the *National Capital Act* (1958), Parliament established the National Capital Commission (NCC) as a successor to the FDC to continue developing and improving the National Capital Region. The Region, with the cities of Ottawa and Hull at its center, is now an area of 4,662 square kilometres intersected by the Ottawa, the Gatineau and Rideau rivers.

Laws and Regulations

- *National Capital Act*, 1958

Overall Responsibilities

The basic role of the Commission, as stated in the Act, is to prepare plans for and assist in the development, conservation and improvement of the National Capital Region in order that the nature and character of the seat of Government of Canada may be in accordance with its national significance. This objective has been further defined by the Government to mean development of the Region so that it will be a fitting symbol of Canada's cultural and linguistic values, an efficient and æsthetically satisfying place in which to carry on the nation's business, and a model of urban planning and development that will benefit other parts of the country and be a source of pride for Canadians.

The National Capital Commission responds to this challenge by maintaining the traditional areas of activity to high standards. These include parks, parkways, urban infrastructure, planning, architectural and landscape design, and management of lands and properties. It administers shared-cost programs with municipalities for roadways, bridges, buildings, parks and utilities. It also has innovative programming in areas of increasing importance such as public, cultural and recreational activities and services to visitors.

Organization

To ensure the national outlook of the NCC, the Act provides for twenty Commissioners from across Canada who function as a board of directors and who must be appointed by Order in Council. The Commission is headed by a Chairman who is also its Chief Executive Officer, and with the assistance of a General Manager, acts as head of the Commission staff.

The staff of the Commission is organized into six administrative elements, each headed by an Executive Director: a Secretariat, and five branches responsible for Planning, Property, Public Activities, Development, and Finance and Administration respectively. These Branches are further organized into Divisions headed by Directors to administer the Commission's programs, projects and services. The Commission reports to Parliament through the Minister of Public Works.

General Information

The Commission has traditionally had an open-door policy in its extensive dealings with the public and will continue to provide all possible information on a routine basis. Much information on public, cultural and recreational activities such as guided tours, natural and historical interpretation, heritage, festivals, etc. is available through newspapers, periodicals, radio and TV as well as posters, brochures and publications.

Informal requests for information may be addressed to:

Public Affairs Division
Public Activities Branch
National Capital Commission
161 Laurier Avenue West
Ottawa, Ontario
K1P 6J6

or made in person to:

Information desk
161 Laurier Avenue West
7th Floor
Ottawa, Ontario
Telephone: (613) 992-4231

Library

161 Laurier Avenue West
14th Floor
Ottawa, Ontario
Telephone: (613) 992-4130

Visitor Reception Center

14 Metcalfe Street
Ottawa, Ontario

Information Kiosks (Summer)

Sparks Street Mall
Ottawa, Ontario

rue Hôtel de Ville
Place du Portage
Hull, P.Q.

Access Procedures

Requests under the *Access to Information and Privacy Act* should be addressed to:

Access to Information Co-ordinator
National Capital Commission
161 Laurier Avenue West
13th Floor
Ottawa, Ontario
K1P 6J6
Telephone: (613) 992-0338

Secretariat

The Secretariat provides staff support to the Chairman and General Manager in carrying out their overall management responsibilities. It also provides legal services; carries out corporate planning activities; maintains liaison with other governments; and provides administrative support to the Commission itself and its advisory committees. In addition, the Secretariat administers the Commission's Official Languages Program and its Affirmative Action Program.

Classes of Records

NCC-10
Corporate Management

Description: Recommendations, decisions and policies of the Commission; the internal official languages plan and information on the external aid program to promote bilingualism in the National Capital Region, and the Affirmative Action program. *Topics:* Minutes of the Commission, its advisory committees and internal management meetings; appointments of commissioners and committee members; submissions to Treasury Board, the Governor in Council and Cabinet; corporate planning correspondence and legal agreements; grants and other assistance to municipalities, voluntary agencies and other organizations for purposes of translation, simultaneous interpretation and language training. *Storage Medium:* Executed legal agreements, other than leases, easements and deeds, are catalogued separately and microfilmed annually. *Retrievability:* Files arranged by organization. Minutes of the principal committees are arranged chronologically in bound volumes, several of which are in microform.

NCC-20
Government Liaison

Description: Information on consultation, particularly at the policy development level, with other governments and organizations in the National Capital Region and with other federal departments and agencies. An example is the planning of the Ontario Provincial Court building on Cartier Square, Elgin Street, Ottawa by the Commission, the municipal government of Ottawa, the Regional Municipality of Ottawa-Carleton, and the provincial government. *Topics:* Liaison for land and property transactions; liaison for construction and maintenance of buildings, grounds and structures; development of legal agreements. *Retrievability:* Files arranged by organization.

NCC-30
Juridical Affairs

Description: Information on legal matters, particularly in litigation and property settlements. *Topics:* Legal aspects of land and property transactions; legal agreements; damage suits for and against the Commission; collection of accounts. *Retrievability:* Files arranged by case and tenant. *Note*: Request for access to these files may be transferred to the Department of Justice.

Development Branch

This Branch provides architectural, landscape architectural and engineering design services and administers related standards and specifications. It also administers construction projects; maintains federal government grounds and parks (except Gatineau Park) and Commission assets such as service buildings; co-ordinates NCC project design and technical liaison with other agencies; administers shared-cost programs with other levels of government; and maintains manpower and financial records, reviews and reports.

Manuals

- Internal manuals on design, signs, fire, safety and maintenance
- Federal, provincial and municipal codes and by-laws
- Contract regulations

Classes of Records

NCC-40
Construction

Description: Information on NCC construction projects; also monitoring of projects cost-shared as a result of agreements with other levels of government in the National Capital Region such as the Rideau Area Project in Ottawa and public utilities in Ontario and Quebec. *Topics:* Bridges, such as the MacDonald-Cartier bridge across the Ottawa River linking Ontario and Quebec; buildings and grounds, such as the Mile of History, Sussex Drive, Ottawa; fencing along roadways and property boundaries; public utilities such as the Lynwood collector sewer in Ontario and the sewage treatment plant in the Quebec portion of the National Capital Region; roadways, including scenic parkways, transit ways and highway development; contracts and agreements. *Retrievability:* Files arranged by municipal address. *Storage Media:* Microform, plans and drawings.

NCC-50
Design

Description: Information on the NCC design program and review of proposals for location, erection, alteration or extension of a building, structure or undertaking, including engineering works and landscape development on federal lands and properties in the National Capital Region. *Topics:* Architectural, landscape architectural and engineering design plans, proposals, studies, and contract and related documents; cost estimates for projects; standards and specifications. *Storage Media:* Microform, plans and drawings. *Retrievability:* Files arranged by municipal address and property parcel.

NCC-60
Maintenance

Description: Information on the maintenance of NCC facilities and service buildings; government grounds including Parliament Hill and Rideau Hall; roads, parks (except Gatineau Park); open spaces under NCC jurisdiction; and horticultural maintenance. *Topics:* Road repairs, paving and striping; nursery operations; tree removal and planting; landscaping; park furniture and services; vehicle operations; snow removal; ice skating surfaces such as the Rideau Canal.

Public Activities Branch

This Branch develops, promotes and controls the use of NCC parks and open spaces for recreation, interpretation, conservation, cultural activities and special events. It also administers Gatineau Park; develops heritage activities; and implements the public relations program of the Commission to promote national understanding and awareness of the Capital area to Canadians and other visitors.

Manuals

- *NCC Traffic and Property Regulations*
- Fish and Games Acts for Ontario and Quebec
- Criminal Codes

Classes of Records

NCC-70
Gatineau Park

Description: Information on the development of the Park in accordance with the 1980 Gatineau Park Master Plan for a natural environment capable of sustaining a high quality of public use and the promotion and maintenance of public recreational areas, facilities and programs. *Topics:* Conservation of natural features and wildlife; interpretation of natural and human history; recreation areas – beaches, camping, picnic grounds, sugar bush, trails and historical sites; maintenance – service buildings, grounds, roadways and utilities; public surveys; law enforcement and violation records. *Storage Media:* Microform, EDP, plans and drawings.

NCC-80
Recreation and Culture

Description: Information on recreational and cultural activities, events and services for visitors and residents of the National Capital

Region. *Topics:* Festivals – Winterlude, a celebration of the Canadian winter, the Festival of Spring, and Canada Week; recreational facilities – garden plots, golf, skating, cycling; music-in-the-parks and the Astrolabe theatre; visual arts – sculptures, wall murals; permits and permission for cultural and private events in public spaces and for use of parkways.

NCC-90
Interpretation and Heritage

Description: Information on interpretation, history and heritage activities; also events and services for visitors and residents to inform about the natural resources and human settlements of the National Capital Region. *Topics:* Interpretation centers and facilities; interpretation programs for schools and the general public; restoration and preservation – historical sites, buildings, artifacts, exhibits and documents; ceremonies and celebrations such as the Rideau Canal's 150th anniversary; heritage register of properties and sites and their owners, tenants or managers. *Retrievability:* Files arranged by property parcel number. *Note*: Heritage register catalogued separately.

NCC-100
Public Affairs

Description: Public information and services on the National Capital area for Canadians and foreign visitors. *Topics:* Guided bus and walking tours to points of interest in the National Capital Region; reservation service and itineraries for touring Parliament; Rideau Hall; the Royal Canadian Mint; museums and other points; accommodation in the NCC Hostel; Visitor Reception Center and information kiosks; publicity programs; public inquiries; cross-Canada exhibits. *Storage Medium:* Catalogue of photographs. *Note*: Telidon information system is provided at the Visitor Reception Center, 14 Metcalfe Street, Ottawa.

Property Branch

This Branch is responsible for the acquisition and disposal of real property to enable the Commission to carry out its mandate and achieve its programs. It also engages in leasing, property management, development and redevelopment of revenue-producing properties either on an interim or permanent basis. The Branch manages properties throughout the National Capital Region including the Urban Core, the Greenbelt and Gatineau Park. It carries out property planning functions and develops policies and strategies for real property acquisition, management and disposal. In addition, it administers the Commission's proGram of grants-in-lieu-of-taxes.

Manuals

- *Property Branch Manual*
- *Traffic and Property Regulations*
- Federal, Provincial and Municipal Codes and By-laws
- *Specifications and Standards*
- *Safety Manual*

Classes of Records

NCC-110
Property Negotiation and Management

Description: Information on the acquisition, management and disposal of lands and properties to meet the direct accommodation of federal requirements, the provision of parks and open space, transportation rights-of-way and control and direction of urban development by the NCC. *Topics:* Negotiations and transactions for the acquisition of real properties – purchase, expropriation, transfer, exchange; disposal of real properties; documentation for the transfer of real property and the granting of easements, licences of occupation, encroachments, road widenings, road alignments and the settlement of claims; inspection and maintenance requisitions – construction, repair, alteration and maintenance of buildings and structures, including wells, septic systems, water and sewers; correspondence with lessees concerning tenant satisfaction and compliance with lease terms; Grants-in-lieu-of-taxes to municipalities. *Storage Media:* Ongoing microfilming program and EDP (property system). *Retrievability:* Files arranged by property parcel number and easement number.

NCC-120
Property Development

Description: Recommendations on the suitability or availability of NCC lands and properties for public, semi-public or private purposes; also information on municipal land use and zoning proposals affecting federal properties. *Topics:* Land-use inventories; review and comments on land use requests for easements, licences of occupation and rights-of-way on federal properties land use aspects of approved development master plans. *Storage Medium:* Ongoing microfilming program. *Retrievability:* Files arranged by property parcel number and easement number.

NCC-130
Property Leasing

Description: Information on negotiations and arrangements for the leasing of federal lands and properties for industrial, commercial, agricultural, recreational and residential purposes and promotion of entrepreneurial activities. *Topics:* Leasing of a wide variety of properties – heritage buildings, apartments, single-family homes, farms, offices, commercial establishments, institutional facilities and land for recreational and other purposes; proposals and assessments of prospective tenants; leases and covenants; inspection and maintenance; property tenant records and rental collection system. *Storage Medium:* Ongoing microfilming program. *Retrievability:* Files arranged by property parcel number.

NCC-140
The Ottawa Greenbelt

Description: Information on the development and administration of the Greenbelt – an area designed to meet the growing open-space needs of residents and visitors to the National Capital Region – and the maintenance of the productive areas and conservation values. *Topics:* Implementation of master plan and protection of natural and man-made resources; conservation and recreation activities; forest management and agreements; negotiations and leasing of rural and farm properties; approvals and rejections of land use requests. *Storage Media:* Ongoing microfilming program, EDP property systems, plans and drawings. *Retrievability:* Files arranged by property parcel number.

NCC-150
Surveys and Mapping

Description: Information on the surveying and mapping program to support the Commission's property, engineering, landscaping, construction and legal activities. *Topics:* Topographical mapping and mapping contracts throughout the National Capital Region; land surveys for engineering, landscaping and construction works; legal surveys of NCC properties and legal descriptions of lands; current title records system; aerial photography. *Storage Media:* Maps, plans and drawings, aerial and other photographs. *Retrievability:* Files arranged by property parcel number.

Planning Branch

This Branch is responsible for planning policies, and research on physical-spatial and socio-economic issues within the National Capital Region; plans and guidelines for the development, conservation and improvement of the National Capital Region; and planning advice or assistance on long-term trends and prospects likely to have an impact on the National Capital Region.

Manuals

- Federal, Provincial and Municipal Codes and By-laws

Classes of Records

NCC-160

Planning Policy and Research

Description: Planning policies and professional planning advice to NCC Branches and other levels of government. *Topics:* Planning the use of federally-owned lands; accommodation of commercial and institutional activities of the private sector and other levels of government; physical-spatial and socio-economic studies; transitways and interprovincial transit assistance. *Storage Media:* Plans and drawings, some in microform. *Note*: Studies are catalogued separately.

NCC-170

Regional and Urban Planning

Description: Information on project planning to promote integrated physical development of the Ontario and Quebec portions of the National Capital Region. *Topics:* Urban development plans for federal properties in the core area such as the Canlands; detailed land-use plans for specific federal land holdings required for a project; proposals by others affecting the use, development and tenure of federal lands; planning studies and master plans. *Storage Media:* Plans and drawings, some in microform. *Note*: Studies are catalogued separately.

Background

Under the *National Energy Board Act* of 1959 and subsequent amendments, the National Energy Board has two principal responsibilities: to regulate specific areas of the oil, gas and electrical utility industries in the public interest, and to advise the government on the development and use of energy resources.

The Board grants certificates, with the approval of the Governor in Council, to construct and operate interprovincial and international oil, gas and petroleum product pipelines, and international electric power lines. Before permission is granted for construction through a Certificate of Public Convenience and Necessity, the Board considers the application at a public hearing. The Board may issue orders approving additions or modifications to existing pipeline systems without calling a public hearing for extensions of pipeline not more than 40 km in length, and for ancillary installations such as tanks, pumps, compressors, meter stations, and communication systems. The Board may also, by order, authorize international power lines of transfer capacity not exceeding 5,000 kilowatts (KW).

The *National Energy Board Act* requires the Board, in considering applications for licences to export oil, natural gas and electric power, to take into consideration all matters that appear to it to be relevant. It must, among other things, satisfy itself that the quantities of energy involved do not exceed the surplus remaining, after allowance has been made for reasonably foreseeable Canadian requirements for that particular form of energy. The Board must also be satisfied that the prices charged for exports are just and reasonable in relation to the public interest. Issue of these licences is subject to the approval of the Governor in Council.

Due to the special nature of the trade in crude oil and petroleum products, specifically the use of short-term contracts and the need to make decisions on a daily basis, oil export controls (except for licences for periods in excess of one year) are exercised directly by the Board without reference to the Governor in Council. Applications for orders authorizing the export of natural gas, ethane, propane, butanes, and ethylene for periods of up to one year are also dealt with by the Board without reference to the Governor in Council.

For reasons of safety, the protection of the environment and of other utility services, no pipeline under the Board's jurisdiction may cross or be crossed by another utility without the authorization of the Board.

The Board's *Oil and Gas Pipeline Regulations* seek to provide for the safe design, construction and operation of pipelines under Board jurisdiction. To ensure high standards in the safety of pipeline construction and operation, the Board carries out inspection programs, and conducts investigations and reviews of pipeline system performance.

The environmental information requirements for new oil and gas pipelines, for modifications or extensions to existing systems and for international power lines are set forth in the Board's *Rules of Practice and Procedure*. The Board's assessment of environmental impact takes into consideration diverse concerns such as impact on permafrost soils, erosion and siltation at water crossings of pipelines, impact on wildlife, preservation of archaeological and palaeontological sites of significance, and protection of agricultural soils. The Board is responsible for ensuring that the environmental protection measures which are implemented by companies are effective. This is accomplished through on-site inspections by Board staff and through follow-up reporting which is required of the companies.

The Board regulates the rates, tolls and tariffs of pipeline companies under federal jurisdiction to ensure they are just and reasonable and to ensure that there is no unjust discrimination against any person or locality. Decisions on rates, tolls, and tariffs are made by the Board without reference to the Governor in Council. It is also required to administer certain provisions of the *Petroleum Administration Act*, namely the imposition and collection of a charge on the export of crude oil and certain petroleum products, and the regulation of the price of natural gas in interprovincial and export trade.

Under the *Northern Pipeline Act*, which provides the authority for the construction of a natural gas pipeline in Canada along the Alaska Highway, as well as for the creation of the Northern Pipeline Agency to oversee the construction of the pipeline, the Board's responsibilities consist mainly of financing and tariffs, approval of pipe specifications, granting of leave to open orders and regulation of the operation of the line.

The National Energy Board is a Court of Record. With regard to attendance, the swearing and examination of witnesses, the production and inspection of documents, and the enforcement of its orders, it has all the powers vested in a superior court of record. A decision or order of the Board may be appealed to the Federal Court of Appeal providing the appeal is based upon a point of law or of jurisdiction. Judgments of the Federal Court of Appeal may, with leave, be appealed to the Supreme Court of Canada.

Access Procedures

Please direct formal requests under the *Access to Information Act* to:

Access to Information Co-ordinator
National Energy Board
473 Albert Street
Room 1140
Ottawa, Ontario
K1A 0E5
Telephone: (613) 995-7699

Office of the Secretary

The Office of the Secretary provides administrative control and co-ordination of all matters brought formally before the Board or its panels; prepares and maintains custody of the agenda, minutes, statutory documents and other official Board records; receives and issues all communications on behalf of the Board, co-ordinates work under the *Access to Information Act* and the *Health, Safety and Welfare Regulations*; and provides the Board with public relations services, a library information centre, and drafting and graphic arts facilities.

Manuals

- *Procedures Book*
- *Introduction to International System of Units*
- *Metric Guide*
- *Directives on Submissions to Governor in Council and Statutory Instruments*
- *Guidance Manual for the Preparation and Handling of Cabinet Papers*

Classes of Records

NEB-10
Certificates, Licences and Orders

Description: Originals of all certificates, licences and orders issued by the Board. *Topics:* Certificates of Public Convenience and Necessity – oil and gas pipelines, electric power lines; licences for the export of oil, gas, and electric power; safety orders; rates, tolls, and tariffs; miscellaneous orders. Note: See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation).

NEB-20
Minutes of Meetings

Description: Official minutes of all meetings of the Board and officially constituted Panels of the Board. *Topics:* Certificates of Public Convenience and Necessity – oil, gas pipelines, and electric power lines; licences to export oil, natural gas and electricity; safety orders relating to pipelines; environmental matters with respect to oil and gas pipelines, and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, *Petroleum Administration Act*; *Northern Pipeline Act*; supply, demand, surplus of oil, gas, and electric power. *Storage Medium:* Microfilm.

NEB-30
Parliamentary and Ministerial Inquiries

Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister which has been referred to the Board for preparation of a reply. *Topics:* Parliamentary inquiries – may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years, etc.; correspondence to the Minister, usually on energy-related matters for which the Board is responsible – certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas, and electricity, supply and demand of oil, gas, and electricity; complaints against pipeline companies.

NEB-40
Finance Travel and Removal – Authority to Attend Meetings, Seminars and Conferences

Description: Information on requests to attend meetings, seminars, and conferences by Board Members and staff. *Topics:* Request to attend a conference; sponsor; official host; duration; location; agenda; purpose of participation; estimated cost; approval.

NEB-50
Applications to the National Energy Board and Reasons for Decision

Description: Copies of all applications made to the Board, and its Reasons for Decision. *Topics:* Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. *Retrievability:* Files arranged by applicant, company and year. *Note:* Copies of applications and the Board's Reasons for Decision are held in the Library.

Electric Power Branch

The Branch is responsible for, and provides the principal staff input for, administering the electric power regulatory and advisory aspects of the *National Energy Board Act*, including electricity export licensing, international power line certification and regulatory surveillance; supply and demand forecasts for electricity; review of United States markets for electricity; and production, transportation, sales and exchange of electricity. It also reviews the art and practice of planning and operating electric power systems and prepares studies and reports on all matters related to electricity.

Classes of Records

NEB-60
Licences and Orders for the Export of Electricity

Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time. *Topics:* Application to export electricity in an emergency; to Canadian utilities. *Retrievability:* Files arranged by power company.

NEB-70
Canadian Electric Power Projects

Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. *Topics:* Electric power projects and studies – Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation – power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. *Retrievability:* Files arranged by project or study.

NEB-80
Construction of International Electrical Power Lines

Description: Applications for certificates and supporting documents to construct or modify existing power lines. *Topics:* Policy; environmental guidelines; exemption requests (international power lines of transfer capacity not exceeding 5,000 kw); interventions filed by interested parties; complaints by land owners. *Retrievability:* Files arranged by power company or land and property complaint.

NEB-90
Inspection of Meters

Description: Reports on inspections by Consumer and Corporate Affairs Canada inspectors of export and import meters on international power lines. *Retrievability:* Files arranged by power line certificate holder.

NEB-100
Associations and Committees on Electric Power

Description: Information on liaison with power transmission companies, associations and conferences on electrical matters. *Topics:* Reports on and agendas of meetings and conferences; associations; power and transmission companies. *Note:* Some files have been transferred to the Historical Branch of the Public Archives of Canada.

NEB-110
Electric Power Failures

Description: Information on electric power interruptions. *Topics:* Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime Grid, November 14, 1978; Northeast power failure of 1965.

NEB-120
United States

Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems. *Topics:* Atomic Energy Commission; acts and regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; U.S. power – failures, projects, shortages, rates and statistics.

NEB-130
Statistics

Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. *Topics:* Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hyrdo's forecasts of power load capacity report. *Retrievability:* Files are arranged by company and forecast. *Note: Report on Ontario Hydro Forecast of Load and Capacity* is held in NEB Library.

Energy Supply Branch

The Branch provides expert advice to the Board and the Minister on energy supply, including determination of quantity of hydrocarbons surplus to Canadian needs; long-term energy supply forecasts; ongoing review of all established oil and gas reservoirs in Canada; studies of ultimate potential and reserves additions rates; and investigation of new supply sources such as tertiary recovery, oil sands, non-conventional oil and gas, alcohols, coal conversion products and solar energy.

Classes of Records

NEB-140
Associations, Committees and Conferences on Energy Supply

Description: Correspondence from various associations; agendas of committees and conferences on energy supply; also information on liaison with various companies, federal departments, provincial governments and foreign countries. *Retrievability:* Files arranged by company, department, provincial government and foreign country.

NEB-150
Energy Supply Hearings

Description: Information on applications and supporting documents for hearings held on the energy supply. *Topics:* Proposed Total Energy Hearing, 1976; Oil and Gas Supply and Related Energy, 1980; Condition 12 of Schedule III of *Northern Pipeline Act*; natural gas supply and demand-surplus deliverability hearing; Hearing into the Natural Gas Supply and Requirements, 1978; Westcoast Transmission Company Natural Gas Demand. *Retrievability:* Files arranged by year and company. *Note:* Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board Library.

NEB-160
Oil, Natural Gas Liquids (NGL) and Natural Gas Production

Description: Information on current production of hydrocarbons in Canada. *Topics:* Crude oil and equivalents (EDP system); NGL; natural gas. *Retrievability:* Files arranged by product and province.

NEB-170
Oil and Natural Gas Reserves

Description: Information on oil and gas pools, including raw data, Board assessments and published material on resevoir analysis techniques. *Topics:* Gas reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. *Retrievability:* Files arranged by pool; each contains information on reservoir parameters, historical performance, and assessments made by the Board staff.

NEB-180
Gas Processing and By-products

Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. *Topics:* Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas.

NEB-190
Statistical Reports

Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. *Topics:* Long-term energy; energy demand; production statistics. *Retrievability:* Files arranged by subject and province.

NEB-200
Renewable Energy

Description: Published material and correspondence on renewable energy. *Topics:* Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat.

NEB-210
Nuclear Energy

Description: Published material and correspondence on nuclear energy. *Topics:* Heavy water; uranium; fusion.

NEB-220
Energy Cost and Pricing

Description: Correspondence on costs and pricing of energy. *Topics:* Cost data; profitability data and studies; royalties.

NEB-230
Coal

Description: Published material and correspondence on coal. *Topics:* Forecasts; coal-gasification, liquefaction, reserves.

NEB-240
Exploration and Development

Description: Information on exploration for and development of hydrocarbon resources in Canada. *Topics:* Western Canada discoveries and development; potash; drilling and discovery – King Christian Island and Athabascan Oil Sands; Sarnia Olefins and Aromatics Project (SOAP); gas Arctic systems; northern gas pipelines; northern gas transportation; offshore exploration and development.

NEB-250
Gas and Oil Storage

Description: Published material and correspondence on oil and gas storage projects. *Topics:* Province of Ontario; Home Oil Company – Strait of Canso Storage Project. *Retrievability:* Files arranged by province and company.

Economics Branch

The Branch is the primary source of staff advice on economic and socio-economic matters, particularly for estimating long-term energy demand. Its responsibilities include energy demand forecasts by product and by region; energy supply, demand and surpluses; macro-economic forecasts for the Canadian economy; energy statistics; analyses of the economic impact of proposed pipelines on the Canadian economy; socio-economic impact of pipeline projects; economic benefits of proposed energy exports; Canadian content; and estimates of the effect of inflation rates for the purpose of setting just and reasonable pipeline tolls.

Classes of Records

NEB-260
Long-term Energy Demand

Description: Information on Energy Demand Hearings, supply and demand forecasts and demand and disposition projects. *Topics:* Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition; licences and orders; export control. *Retrievability:* Files arranged by subject and company.

NEB-270
Macro-economic Forecasts on the Canadian Economy

Description: Macro-economic forecasts on the Canadian economy and their relationship to energy forecasts. *Topics:* Statistical reports and returns; macro-economic forecasting model studies; committees, boards, commissions, etc. related to macro-economic forecasting. *Retrievability:* Files arranged by subject and committee.

NEB-280
Energy Supply and Demand Statistics

Description: Information on energy supply and demand and related data for all energy commodities. *Topics:* Information, liaison and data related to co-operation among various associations, committees, etc.; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. *Retrievability:* Files arranged by subject and committee.

NEB-290
Canadian Content in Energy Projects

Description: Information on Canadian content of and industrial benefits from energy projects *Topics:* Studies; specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB-300
Economic Benefits of Proposed Energy Projects

Description: Analyses of the economic impact of applications and the economic benefits from projects. *Topics:* Cost-benefit – committees, studies, specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB-310
Socio-economic Impact of Pipeline Projects

Description: Information on the regional economics of pipeline projects and their impact on socio-economic factors. *Topics:* International developments; socio-economic studies; exploration and development; socio-economic impacts of specific applications; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

NEB-320
Economic Considerations in Setting Pipeline Tolls

Description: Information on the operations of pipeline companies and the economic considerations in setting tolls. *Topics:* Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. *Retrievability:* Files arranged by subject and company.

NEB-330
Energy Supply, Surpluses and Reserves

Description: Information on the supply side of inquiry hearings, renewable energy, reserves and surpluses. *Topics:* Energy supply; renewable energy; reserves and surpluses – particular applicants; licences, orders and exports. *Retrievability:* Files arranged by subject and company.

Financial Regulatory Branch

Under various sections of the *National Energy Board Act*, *Northern Pipeline Act*, and *Petroleum Administration Act*, the Branch has prime responsibility for rates, tolls and tariffs of companies under Board jurisdiction; provision of financial advice; collection and audit of petroleum export charges; costs of transportation; accounts, depreciation practices, uniform system of accounts, information and returns of companies under the Board's jurisdiction; and all aspects of applications for rates, tolls and tariffs.

Manual

- *Accounting Division Manual*

Classes of Records

NEB-340
Rates and Tolls

Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. *Topics:* Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. *Retrievability:* Files arranged by company and province. *Note:* Applications, transcripts and reasons for decision are held in the National Energy Board Library.

NEB-350
Accounting and Auditing

Description: Accounting and auditing records and correspondence of pipeline companies under the Board's jurisdiction and companies holding export licences. *Topics:* Rate of return; depletion allowance; auditing; financial arrangements; financial flowback; annual reports; uniform classification of accounts and document retention; export charge audits. *Retrievability:* Files arranged by subject and company.

NEB-360
Taxation and Duties

Description: Correspondence on taxation and duties. *Topics:* Discount cash flow; Department of Finance tariffs and duties; taxation measures; treatment of income taxes for rate-making purposes; income taxes; other taxes.

NEB-370
Uniform Accounting Regulations for Oil and Gas

Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. *Topics:* United States data; interest during construction; retirement units; cost of service studies; depreciation; document retention; acts and legislation. *Retrievability:* Files arranged by subject and oil and gas company.

NEB-380
Financial Reports

Description: All financial information on the different oil and gas companies such as earnings, expenses, etc.; also quarterly and annual financial reports.

Gas Branch

The Branch is the principal source of information and advice to the Board on natural gas and natural gas products. Its responsibilities include licensing of gas and gas product exports; monitoring and control of domestic gas pricing; market monitoring and policy formulation; determination of costs of transportation associated with the determination of export flowbacks to producing provinces; and production of short-term forecasts of requirements for gas and gas products.

Classes of Records

NEB-390
Natural Gas Pricing and Marketing

Description: Correspondence on marketing and pricing of natural gas and products and reports of revenue flowback by gas or pipeline companies. *Topics:* Special market research; market value; propane and butane pricing; revenue flowback by gas and pipeline companies; *Petroleum Administration Act*, Part III (Domestic Gas Pricing). *Retrievability:* Files arranged by subject and gas or pipeline company.

NEB-400
Import and Export Gas Licences

Description: Applications and related correspondence for a licence to export or import natural gas, liquefied natural gas or liquefied petroleum gas and the interventions submitted by interested parties. *Topics:* Emergency orders to export natural gas and liquefied natural gas; licences to export and import natural gas, liquefied natural gas and liquefied petroleum natural gas; interventions; combined hearings (two or more companies applying jointly for a licence). *Retrievability:* Files arranged by subject, company and year of application.

NEB-410
Export Control of Gas Products

Description: Information on licences and applications for the export of gas products; also proceedings of the Gas Panel, which includes reports to the Board, approval of export orders and the minimum export price. *Topics:* Policy; instructions to the applicants; auditing; forms of licences; proceedings of the Gas Panel; applications for licences. *Retrievability:* Files arranged by subject and applicant company.

NEB-420
United States Regulatory Agencies for Natural Gas and Gas Products

Description: Correspondence between the National Energy Board and United States federal and state departments and agencies on natural gas and gas product matters. *Topics:* Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey.

Law Branch

The Branch advises the Board on its powers and their legal application to Canadian energy industries under Board jurisdiction. The Branch also prepares regulations, rules of procedure and draft amendments to the Act; examines witnesses at hearings; assists in the preparation and review of submissions to Governor in Council, Reasons for Decision, Orders and Certificates; conducts litigation for and on behalf of the Board; and participates in meetings with Cabinet and Parliamentary committees, government committees, energy industry representatives, and foreign organizations.

Classes of Records

NEB-430
Legal Opinions

Description: Legal opinions prepared by the Branch for the purpose of giving advice to the Board. *Topics:* Duties and powers of the Board under the *National Energy Board Act*; Board jurisdiction; requirements of natural justice; interpretation of legislation.

NEB-440
Statutes and Regulations

Description: Working papers and other relevant material used by the Branch in the preparation of amendments to statutes and regulations. *Topics: National Energy Board Act and Regulations*; *Petroleum Administration Act*; *Northern Pipeline Act*.

NEB-450
Legal Cases

Description: Decisions rendered by the courts which may affect the work of the Board. *Topics:* Administrative tribunals; American law; *Bill of Rights*; combines; pipeline crossings.

NEB-460
Litigation

Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. *Topics:* Trial Division; Federal Court of Appeal; Supreme Court of Canada; public hearings – Reasons for Decision; subpoenas. *Retrievability:* Files arranged by style of cause.

Oil Branch

The Branch primarily provides timely, continuous appreciation of the critical aspects of oil-related energy, including oil markets; processing and distribution; short-term balance of supply and demand; traffic and discrimination in service or facilities against any person or locality; integrated system of current operating data; short-term forward estimates and demand assessments; export licensing and pricing; pipeline traffic; allocation of domestic crude oil; control of international oil exchanges; and determination of oil export charges.

Classes of Records

NEB-470
National Oil Policy

Description: Correspondence on the National Oil Policy with various oil and pipeline companies, federal government departments and the National Energy Board. *Topics:* Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer – gasoline control of movements across Ottawa Valley Line; petrochemical industry – export and import; Oil Import and Transfer Programme; Crude Oil Price Survey; Oil Import Cost Compensation Program; deep water facilities.

NEB-480
Allocation of Oil

Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency.

NEB-490
Liaison with United States on Oil Matters

Description: Correspondence with United States federal government and agencies on oil matters. *Topics:* Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; Task Force on Oil Imports; reports and returns on pipeline incidents and petroleum matters. *Retrievability:* Files arranged by subject under the U.S. block of files.

NEB-500
Crude Oil Movements by Pipeline

Description: Correspondence on pipeline capability and the availability of crude oil, also nomination, by refinery, of crude oil requirements. *Topics:* Pipeline capability – pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude.

NEB-510
Export Charge for Crude Oil and Oil Products

Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. *Topics:* Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. *Retrievability:* Files arranged by subject and company.

NEB-520
Export Control of Crude Oil, Condensates and Products

Description: Information on policy, forms of licences, applications for licences to export surplus crude oil, condensates and products, decisions and reports of the Export Panel. *Topics:* Policy; instructions to applicants; licence forms; Canadian requirements and surplus for export; proceedings of Export Panel. *Retrievability:* Files arranged by company.

NEB-530
Inquiry Hearings on the Canadian Oil Supply and Requirements

Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. *Topics:* Public hearings – Canadian oil supply requirements; submissions by companies on reserves and demand. *Retrievability:* Files arranged by year of public hearing.

NEB-540
Exchange Agreements on Crude Oil

Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence. *Topics:* Control of International Oil Exchange; mid-continent exchange agreements; Eastern Canada foreign exchange agreements. *Retrievability:* Files arranged by Canadian and U.S. oil company.

NEB-550

Crude Oil Statistics on Refinery Production

Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence and the amount of products exported each month. *Topics:* Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. *Retrievability:* Files arranged by company. Special Access Notes: Most of these statistics are supplied on a confidential basis to the National Energy Board by individual companies, therefore information can only be released as a combined total of all companies. *Storage Medium:* Computer disc or tapes.

NEB-560

Oil Refining Capacity and Processing

Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. *Topics:* Ontario Refiners' Hearing, 1968; refining survey of Atlantic provinces and Quebec, region 1 & 2; refining survey of central and eastern Canada, region 1, 2, & 3; refining survey, region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85.

Pipelines Branch

The Branch is the source of advice to the Board on pipeline design, construction, and operation. It carries out studies on the technical feasibility, cost of service, system capacity, system security, environmental, right-of-way, and safety-related matters for pipelines in the conventional, frontier Arctic and offshore areas. It has prime responsibility for the assessment of applications for the construction of new pipeline facilities and for expansion, extension, replacement, and repair of existing systems.

Manuals

- *Leave to Open Applications — Procedure*
- *Procedures and Responsibilities — Inspection Activities, Engineering*
- *Branch Staff at Construction Sites*
  - *— Training Co-ordinator*
  - *— Spill Incident Reporting*
  - *— Construction Progress Reports*
- *Engineering Branch Input and Responsibilities of Assistant Directors in Handling Applications*

Classes of Records

NEB-570

Pipeline Development Projects

Description: Correspondence on Northern oil and gas development. *Topics:* Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project. *Retrievability:* Files arranged by task force committee.

NEB-580

Operation of Oil and Gas Pipelines

Description: Correspondence on the operation and maintenance of pipelines. *Topics:* Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline.

NEB-590

Lands and Properties

Description: Information on complaints of landowners concernings pipeline construction, applications to expropriate lands for rights-of-way, and applications to purchase or sell land, buildings, equipment, to abandon pipelines. *Topics:* Complaints by landowners; expropriations of land; sales of land and properties; applications to abandon pipeline. *Retrievability:* Files arranged by pipeline company for purchases, sales, leases and abandonments. Complaints are filed by name of landowner, location and pipeline company.

NEB-600

Pipeline Incidents or Accidents

Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. *Topics:* Leaks and breaks; dents and buckles; storage and use of lubricants; metalurgical investigations; repair program for the Sarnia-Montreal Extension. *Retrievability:* Files arranged by pipeline and location of the leak, break, dent or buckle.

NEB-610

Pipeline Associations and Committees

Description: Correspondence between the National Energy Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. *Topics:* Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conferences on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. *Retrievability:* Files arranged by association, committee, conference, and pipeline company.

NEB-620

Pipeline Construction

Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. *Topics:* Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines. *Retrievability:* Files arranged by company and location of pipeline. *Note:* Applications to build a pipeline, transcripts of hearings and Reasons for Decisions are held in the Board Library.

Systems Development Branch

The Branch is responsible for the effective use of information systems technology in support of the Board. It is the centre of expertise on data processing. Thus it develops and co-ordinates all plans for all systems to meet immediate and long-term objectives; initiates studies of Board information systems; selects and implements appropriate equipment and methodologies and develops user awareness of information system methods; maintains a knowledge of the latest developments in information systems and provides expert advice on such systems.

Administrative Services Branch

The Branch is responsible for all administrative support matters, including the co-ordination and administration of policies and the provision of advice and services in the areas of financial, personnel and general administration, official languages, and security.

National Film Board

Background

The National Film Board was established by an Act of Parliament passed on May 2, 1939. Its mandate was both simple and specific — to interpret Canada for Canadians and other nations and to help Canadians know and understand themselves better. Today, the Board operates a distribution network through which its productions are presented on television and movie screens around the world. In Canada, it operates thirty offices, which serve the six geographic regions of the country. Public libraries make some 122,000 prints of its films available to Canadians.

Outside the country, the NFB operates commercial distribution offices in London, Paris, New York and Sydney, Australia. Its productions are also distributed in about 80 countries through Canadian diplomatic posts. Some 84,000 prints are made available at no charge to foreign audiences which, according to recent surveys, amount to over 700 million spectators annually.

NFB films are currently produced by two distinct production units, in terms of both their language of work — French and English respectively — and the styles and priorities that each has developed to reflect its own culture in Canadian society. In the early '70s, a movement toward regionalization began in the area of production to enable more direct and independent illustration of the very different ways of life that distinguish the major geographic regions in Canada. This decentralization of production centres also sought to give the Canadian film industry more access to the NFB's production resources. The years since have seen more private sector involvement in the production of NFB films, particularly those produced under the sponsored program for government departments.

The average annual production of the NFB is approximately one hundred original films and fifty versions and adaptations of existing films. The latter category deserves special mention since the Board produces versions of its films in sixty different languages according to the requests that come to it through its distribution network. The production of audio-visual material for educational purposes is almost as important. Awards and citations for Board productions today number 1,600. These include over fifty nominations for Academy Awards, five Oscars, three Golden Palms from Cannes, and five Robert Flaherty Awards from the British Academy.

Organization

The National Film Board is managed by its Board of Trustees, composed of the Commissioner, who is its Chairman and eight other members appointed by the Governor in Council, three of whom are selected from the Public Service of Canada or the Canadian Forces, and five from the public at large. The Board is supported by six Divisions — English Production, French Production, Distribution, Technical and Artistic Services, Administration and Personnel, as well as the Ottawa Services Unit. Its head office is in Ottawa, while its operational Headquarters are in Montreal.

Main Publications

Periodicals
Distribution Catalogues

The NFB 16mm film catalogues are available in English and French, with a PRECIS index. They list films and television productions from the NFB, CBC, Radio-Canada, the library of Canadian travel films, and Canadian independent filmmakers.

- Outpost Library Film Catalogue
- *Catalogue de films de la cinémathèque avant-poste* (Quebec region)
- NFB Catalogue (U.S. Edition)
- Learning Resource Materials (multi-media)
- *Work* — a selection on labour from the NFB
- Showcase 81 (film presentation)
- Special catalogues (catalogue of films for the International Year of the Disabled)
- Television Index
- Index of geographical films
- Index of films on history and heritage
- Free Films for TV
- North-South Dialogue
- *Beyond the Image* — a guide to films about women and change
- Newsrelease
- Newsletters

Technical and Artistic Services

- *Perforations* (technical information periodical)

Public Relations

- Annual Report of the NFB

Photothèque

- "Photos Canada" catalogues

Planning and Research

- *Nouvelles de Sibéries*

Monographs

Technical Services

- Titles and credits — from concept to production

Public Relations

- *All About Us*
- *Seeing Ourselves*
- Press releases

Distribution

- *Film Distribution* — A guide for independent filmmakers negotiating for distribution on the 16mm educational market
- Promotion material — information sheets, notices, brochures, Teacher's Guide, accompanying material, etc. on a particular film, series of films or special programming

Photo Service

- Set of books produced by the Photo Service in Ottawa such as *Between Friends*

Planning and Research

- *Thoughts on Radio Broadcasting*, March 1980
- Brief submitted to the Federal Cultural Policy Review Committee, March 1981
- Submission in connection with the application for an operating licence for a second national television broadcasting service — CBC-2 and Télé-2 — filed by the Canadian Broadcasting Corporation, CRTC licences 801877200 and 801876400

Studies

Distribution

- Market Studies — public reaction, film library, etc.

Planning and Research

- Proposals for an electronic distribution strategy for the NFB (NFB's share of the francophone television and video market in Canada) — working paper, January 1982
- Revision of the Quebec *Act on the Cinema*, Bill 20, preliminary analysis — information file, February 1981

Reports

Technical Services

- Technical evaluation of audio-visual material

English Productions

- Completed films
- Films in process

Distribution

- Reports produced by type of activity — Canadian telecasting, Canadian commercial distribution, print sales, community distribution

General Information

Please direct requests for general information on the National Film Board to:

Records Manager
Administration Division
Telephone: (514) 333-3087

Key Contacts

Media and Parliamentary Relations

Director of Public Relations
Telephone: (514) 333-3452

Library

Librarian
Telephone: (514) 333-3141

Access Procedures

Formal requests for access under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Director of Administration
National Film Board
125 Houde Street
P.O. Box 6100, Station A
St. Laurent, P.Q.
H3C 3H5
Telephone: (514) 333-3122

English Production Division

This Division produces films and multi-media material for federal departments and co-produces film with private organizations. Programs in process include animation, fiction, films on the status of women, films on the international situation and multi-media productions. These programs are produced in eleven offices — six in Montreal and one each in Halifax, Toronto, Winnipeg, Edmonton and Vancouver.

Class of Records

NFB-10
English Film Projects

Description: Information on the production of films. *Topics:* Scripts; budgets; contracts; financial statements; comments; research material; rights; correspondence. *Retrievability:* Files arranged by film.

French Production Division

This Division produces film documentaries for its priority audience — French-speaking Canadians. It produces documentaries, fiction and animation from its headquarters in Montreal and its regional production centres in Acadia, Ontario and the West. It sometimes co-produces films with outside organizations. Specific programs include versions (in the official or foreign languages) of films produced by the NFB and sponsored films for federal departments and agencies.

Class of Records

NFB-20
French Film Projects

Description: Information on the production of films. *Topics:* Scripts; budgets; contracts; financial statements; comments; research material; rights; correspondence. *Retrievability:* Files arranged by film.

Distribution Division

This Division ensures optimal distribution of films produced by the NFB and by other public and private organizations in Canada and films commissioned by Government of Canada departments.

Manual

- *Distribution Division — Policies and Procedures*

Classes of Records

NFB-30
Canadian Distribution

Description: Information on all the steps required to distribute a film in Canada. *Topics:* French, English and Regional Office marketing - negotiation of contracts for television and theaters; research - audience survey, new markets; community distribution (outside regular chair distribution channels); distribution of CBC, Radio-Canada and private industry films; promotion and publicity. *Retrievability:* Files arranged by film and type of distribution.

NFB-40
International Distribution

Description: Information on all the steps necessary for the distribution of a film abroad. *Topics:* International marketing - offices abroad; marketing - all types of contracts for television and theatres; sales and rentals - 16mm films, videocassettes, multi-media products; information, promotion and publicity. *Retrievability:* Files arranged by film.

NFB-50
Distribution Services

Description: Logistics of Canadian and international distribution operations. *Topics:* Information systems - gathering, analysis and compilation of statistics; contracts and rights; sales; publicity, promotion; Videothèque; Photothèque; film stock. *Storage Media:* Magnetic tape, disk. *Retrievability:* Files arranged by film.

Technical and Artistic Services Division

This Division provides technical services for the Production Divisions and the Distribution Division.

Manuals

- Technical Specifications — explains how to produce a 16mm or 35mm film, in colour or black and white
- Instructions for the Construction of a Small Projection Room
- Notes for the Cameraman and Camera Assistant

Classes of Records

NFB-60
Laboratory

Description: Information on the processing of film. *Topics:* Quality control; chemistry; timing; sensitometry; printing and development; inspection of printing material; negative cutting; printing material library; stock film and shot library. *Retrievability:* Files arranged by film.

NFB-70
Sound and Video Recording

Description: Information on sound and video recording. *Topics:* Mixing; transfer; quality control; video services. *Storage Medium:* Magnetic tape - sound, picture and sound. *Retrievability:* Files arranged by film.

NFB-80
Pre-production

Description: Information on technical support for productions. *Topics:* Camera maintenance; reservations for technicians; lighting; stores; stage reservations; carpentry, props, sets. *Retrievability:* Files arranged by film.

NFB-90
Visual Effects

Description: Information on visual effects. *Topics:* Animation photography; film credits; special effects. *Retrievability:* Files arranged by film.

NFB-100
Technical Research

Description: Information on testing and analysis of new materials for professional cinematography and upgrading of existing pieces of equipment. *Retrievability:* Files arranged by type of equipment.

Ottawa Office

Still Photography Division

This Division is responsible for purchasing and distributing Canadian photographic works. Photographic productions are exhibited at private showings or exhibits in the Gallery at 150 Kent Street in Ottawa, and distributed in Canada and abroad through the program of travelling exhibits, exhibits at regional or provincial institutions, photography festivals, audio-visual productions and publications.

Classes of Records

NFB-110
Biographical Files

Description: Biographical notes on each photo. *Storage Medium:* Cassette (interviews). *Retrievability:* Files arranged by photograph.

NFB-120
Production Files

Description: Information on exhibits, festivals, audio-visual productions or publications. *Topics:* Selection; acquisition; design; publicity; public reaction to each exhibit; audio-visual production or publication. *Retrievability:* Files arranged by exhibit, festival, audio-visual production or publication.

NFB-130
Procurement Files

Description: Information on the procurement of photos. *Topics:* Technical information; contracts; purchase agreements with photographers. *Retrievability:* Files arranged by photograph.

Sponsored Program Division

This Division ensures liaison with both private industry and federal departments. It also procures the films and audio-visual material required by the departments.

Class of Records

NFB-140
Film Projects

Description: Information on each film project commissioned by the various departments. *Topics:* Sponsor; duration; cost; producer; province; specialty; category type. *Retrievability:* Files arranged by film project.

Canadian Government Photo Centre

The Centre offers a photo developing and printing service to departments, Crown corporations and government agencies.

Class of Records

NFB-150
Materials and Supplies

Description: Information on photo developing and printing. *Topics:* Purchases; supplies; photographic equipment.

Photothèque

The Photothèque has a collection of over 250,000 photos and slides on Canada and Canadians. It offers its services to the public and the government, hires photographers for special assignments for the various departments and monitors the quality of these photos.

Class of Records

NFB-160
Slides and Negatives

Description: Information on all photographic subjects. *Topics:* Slides (colour); negatives (black and white); paper. *Retrievability:* Files arranged by subject location and individuals photographed.

Office of the Commissioner

Public Relations Office

This Office co-ordinates the NFB's participation in festivals, and is responsible for public relations in general, special projects, public visits and relations with academic circles.

Classes of Records

NFB-170
Festivals and Awards

Description: Information on the various festivals in which the NFB participates and awards received. *Topics:* Selection of films; registration for the festival; contracts with the press and filmmakers participating in the festival.

NFB-180
Conferences and Special Projects

Description: Information on participation by the NFB in various film projects. *Topics:* Exhibits; film exchanges with other countries; retrospectives of films by the NFB in Canada and abroad; workshops for the film community.

NFB-190
General Projects

Description: Information on public relations in general. *Topics:* Contacts with the news media; publication of press releases; brochures; annual reports; public visits; meetings between well-known filmmakers and NFB staff; visits by NFB filmmakers to film schools in Canada and abroad.

English and French Program Committees

The Program Committees examine film projects that are submitted to them. Those that meet the various criteria sought are accepted for "research and script development" or "to be undertaken". The approval of the Assistant Commissioner is essential to the start-up of a project. Each committee meets weekly and issues minutes.

Class of Records

NFB-200
Film Projects

Description: Information on projects submitted for approval to the program committees. *Topics:* Scripts; research; budget forecasts; film crew. *Retrievability:* Files arranged by film project.

National Library of Canada

Organization and Responsibilities

The National Library of Canada operates under the *National Library Act* (1969) and its amendments, and enforces the *Legal Deposit Regulations* (1969). It is a branch of government having the rank of a department which reports to Parliament through the Minister of Communications. Located in the National Capital, it has a mandate to ensure that the written heritage of the Canadian people is preserved and to make it easier for everyone to share the resources of the country's libraries.

The National Librarian, who has the status of a deputy head, manages and directs the department. He has authority to enter into agreements with libraries and educational associations in and outside Canada. He also represents the National Library and Canada at international and national conferences and other gatherings.

The Associate National Librarian assists the National Librarian in the management and direction of the National Library and represents him in his absence. The Associate directs the four operational Branches; oversees the Library's budget and person-year allocations on behalf of the National Librarian; and represents Canada at national and international conferences. The position has the rank of an assistant deputy head.

Programs

To fulfill its responsibilities the Library collects and promotes the Canadian literary heritage in its broadest sense. These include functions listing the nation's publications to facilitate their retrieval, availability, and use; providing reference, information and referral services to support similar services provided by other Canadian libraries, with special emphasis on Canadian subjects; making known the written heritage of the nation's total library resources by coordinating and participating in national and international programs for identifying and making publications available on interlibrary loan. As part of this responsibility, the Library provides location and lending services, which are supported by the maintenance of national union catalogues, the publication of union lists and inventories of research collections, and links with sources in Canada and abroad.

These services are supported by the National Library's extensive collection of books, periodicals, newspapers, government documents, and other publications, as well as sound recordings and other nonbook materials. The Library specializes in the social sciences and humanities, but its collection of Canadian materials covers all subjects. Current Canadian publications are acquired under the *Legal Deposit Regulations* of the *National Library Act* which require every publisher to send two copies of most publications to the National Library, which in turn assists other libraries in the cataloguing and classifying of their collections by providing them with current and retrospective bibliographic data in a variety of formats.

One of the National Library's top priorities is the co-ordination of the development of a co-operative nation-wide decentralized bibliographic network, with international connections, using existing as well as emerging technology. This task involves research, co-operative pilot projects, and the development of standards and policies. Data for Canadian publications is created by the Library and published in the national bibliography *Canadiana*. Data for foreign publications is provided through exchanges of machine-readable records with other national libraries. This service results in significant saving of time and money for libraries and promotes standardization of bibliographic data. The Library also participates in and promotes planning for the provision of library and information services in Canada, and participates in international planning for such services.

Publications

Through its publishing program, the Library assists individual research, particularly in Canadian studies, and also assists other libraries in the provision of services to their clients. In addition to the National Bibliography, Library publications include specialized bibliographies, indexes and checklists, technical manuals, reports of surveys, directories and union lists, Canadian academic theses in microfiche format (in original language only), catalogues of National Library exhibits, and brochures describing National Library services.

Requests for National Library publications should be addressed to:

Publications Section
Public Relations Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 996-6128

General Information

Requests for information about services of the National Library should be addressed directly to a specific branch or service or to a librarian at any public, academic, government, or special library in Canada. Researchers may use the Library's services at:

395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 995-9481

Tours

Requests for information about tours of the National Library or about its exhibitions and cultural events should be addressed to:

Cultural Events Office
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4
Telephone: (613) 593-6618

Access Procedures

Requests under the *Access to Information Act* for access to the National Library files should be addressed to:

Access to Information Co-ordinator
Executive Secretary
National Library of Canada
395 Wellington Street, Room 206
Ottawa, Ontario
K1A 0N4
Telephone: (613) 995-3904

Federal Libraries Liaison Office

The Office serves as the main communication link between the National Library and other federal libraries. It gives the many federal department, branch and agency libraries across Canada a continuing contact with the National Library on administrative, operational and planning matters, and promotes joint projects among libraries of the federal government. It also serves as the permanent Secretariat of the Council of Federal Libraries which advises the National Librarian on library services in the federal government.

Manuals

- *1974 Government Library Survey Recommendations*
- *Council of Federal Libraries By-laws and Decisions*

Classes of Records

NLC-10
Federal Libraries Liaison

Description: Information on the promotion of co-operative projects, management consulting to evaluate the effectiveness and efficiency of library services, promotion of standards for library methods and procedures, and development of integrated federal government library services. *Topics:* Federal library studies; surveys; co-operative projects for the organization of federal libraries; operational problems; indexing systems; cataloguing practices; automation; collections; personnel strength; fees for library services; bulk purchasing; network planning and developments; Federal Libraries Liaison Office publications; and library delivery service.

NLC-20
Council of Federal Libraries Secretariat

Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups and other activities related to its function of assisting, the National Librarian in co-ordinating federal library services. *Topics:* Meetings – council, Steering Committee, action committees and working groups; workshops – copyright, fees for services, automation; elections of Sterring Committee members; publishing plans and publications – information series packages, liaison newsletters, annual reports.

Office for Network Development

The function of this Office is to co-ordinate and facilitate the design, development, and implementation of a decentralized nation-wide library and information network. It participates in advisory task groups on standards and new technology and conducts research on policy issues related to network planning and development. It also conducts pilot projects to test bibliographic network applications in an open-systems environment.

Class of Records

NLC-30
Bibliographic Network

Description: Information on conducting research in new technology and developing standard protocols for bibliographic applications; also related advisory groups, committees, library networks. *Topics:* Computer and communications protocols (national and international), Videodisc, Videotex; publisher systems; computerized library networks; database inventories; nation-wide bibliographic communications network. *Retrievability:* Files arranged by project.

Public Relations Office

This Office assists the National Library's staff by advising on communications plans and policies and publicizing its services and activities through a publications program; mounting information displays; advising on media relations; co-ordinating an advertising program; and carrying out other public relations and information duties.

Class of Records

NLC-40
Public Relations

Description: Information on publications and information displays. *Topics:* Production steps for publications and information displays – procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the Division's work. *Retrievability:* Files arranged by publication and information display.

Cultural Events Office

This Office co-ordinates and implements a program of cultural events for the purpose of reinforcing the public image of the National Library and promoting a better understanding of Canada's Cultural heritage. It administers a program of cultural exhibitions in Canada and abroad to make known the National Library collections to the public; conducts tours and visits to the various Branches of the National Library; organizes concerts, lectures and film screenings which are in keeping with the objectives of the National Library; and co-ordinates the National Library's participation in international conferences, in particular hospitality and special events.

Class of Records

NLC-50
Cultural Events

Description: Information on cultural events such as exhibitions, concerts, film screenings and tours. *Topics:* Production steps – planning, implementation, costs.

Collections Development Branch

This Branch is responsible for receiving and registering, under the *Book Deposit Regulations* of the *National Library Act*, publications issued in Canada as well as acquiring books about Canada or by Canadians published abroad. It is also involved in procuring non-Canadian library materials for the National Library by purchase and exchange. Surplus library materials are collected and exchanged through the Canadian Book Exchange Centre in Ottawa. The Branch provides International Standard Book Numbers (ISBN) to publishers in Canada and offers the Canadian Theses Microfiche Service. At the request of any Canadian university, the Canadian Theses on Microfiche Service publishes on microfiche any or all post-graduate theses accepted by that university and sells copies in microform. The Branch is also responsible for examining library resources in Canada and promoting their improvement.

Manuals

- Procedures Manuals
  - — Canadian Acquisitions Division — contains instructions for staff engaged in acquiring library materials
  - — Canadian International Book Numbering Agency — provides instructions for staff issuing International Standard Book Numbers to Canadian publishers
  - — Ordering — contains instructions for staff engaged in the selection and acquisition by purchase of library materials
  - — Bibliographic Searching — lists instructions for staff engaged in the selection and acquisition by purchase of library materials
  - — Serials Control Unit — outlines instructions for the funding of serial holdings in the National Library collection
  - — *National Library In-house Serial Editor's Guide* — instructions for the entering of information of the serial holding of the National Library in the on-line database
  - — Canadian Theses on Microfiche Service

Classes of Records

NLC-60
Acquisitions

Description: Information on the acquisition of Canadian and non-Canadian library material by the National Library; also surplus library materials made available for distribution to Canadian libraries through the Canadian Book Exchange Centre. *Topics:* Compliance with the *National Library Act*; assignment of International Standard Book Numbers (ISBN); government publishers; government documents published; Canadian authors; gifts and deposits of library materials; purchase of library materials – order requests and orders received; bookbinding services.

NLC-70
Canadian Theses

Description: Information on the National Library service of micropublishing theses accepted at Canadian universities. *Topics:* Acquisition of theses; filing; sales. *Retrievability:* Files arranged by author.

Cataloguing Branch

This Branch compiles and publishes the national bibliography *Canadiana*, current and retrospective, as well as bilingual lists of authors' names and subject terms used in the bibliography; co-ordinates the Canadian Cataloguing-in-Publication Program; distributes machine-readable cataloguing for Canadian and foreign books; assigns International Standard Serial Numbers to Canadian periodicals; contributes to the development of international cataloguing standards; contributes to CONSER, a machine-readable database of serial records, and publishes *CONSER Microfiche*; and catalogues books added to the National Library's collection.

Manuals

- *Canadian Cataloguing-in-Publication Manual for Agent Libraries*
- *International Serials Data System (ISDS) Manual* — contains policies and procedures for handling periodical (serial) publication for inclusion in the international register of serials
- *National Library Cataloguing Manual*
- Guidelines on level of treatment of material selected for *Canadiana* — describe the amount and type of information to be included in the catalogue entries for different type of documents, such as pamphlets, theses
- *Guide de la section française de l'analyse documentaire* — contains policies and procedures for analyzing and describing the subject content of documents
- Priorities for the processing of material selected for *Canadiana*
- *Guide to the Work of National Library Collection Unit* — contains instructions on preparing books for library shelves
- *Serials Section Manual* — provides instructions on cataloguing serials
- *Government Publications Cataloguing Manual*
- *Des collections et des RCAA, II (dossier – Section des monographies françaises)* — contains guidelines for cataloguing documents published in series, according to Anglo-American Cataloguing Rules, second edition (AACR II)
- *Livre vert — procédures et exemples RCAA, II (Section des monographies françaises)*
- *L'art de bien cataloguer — (Section des monographies françaises)*
- *Catalogue descriptif — bilinguisme (dossier – Section des monographies françaises)*

Classes of Records

NLC-80
Cataloguing-in-Publication

Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to their publication and the cataloguing information is printed in the book at the time of publication. *Topics:* CIP agent library contracts; CIP planning documents; foreign CIP programs; CIP statistics; CIP workflow studies; CIP publicity; CIP application forms. *Retrievability:* Case files arranged by publisher.

NLC-90
National and International Bibliographic Projects

Description: Information on Cataloguing Branch participation in national and international co-operative projects designed to foster the sharing of bibliographic information within and among nations. *Topics:* Anglo-American Cataloguing Rules; Library of Congress, British Library; *bibliothèque nationale du Québec*; International Federation of Library Associations and Institutions (IFLA); Canadian Library Association; CONSER (Conversion of Serials) project; International Serials Data System; Shared Authority File (SHARAF); Universal Bibliographic Control (UBC); *répertoire de vedettes-matière: supplément (Université Laval).*

NLC-100
Cataloguing Branch Programs

Description: Information on the National Library's cataloguing operations. *Topics:* Cataloguing Branch policies; workflow studies; National Library Catalogue Study Project; Processing Time Analysis System; Pre-1950 Bio-bibliographical File (information on some pre-1950 Canadian authors and titles).

NLC-110
International Standardization Organization (ISO)

Description: Information on the work of various committees and subcommittees of the International Standardization Organization on bibliographic and related standards. *Topics:* Technical Committees and Working Groups concerned with Standards for the presentation and bibliographic description of published material (ISO/INFCO WG; ISO/TC46; ISO/TC46/SC1 etc.) *Retrievability:* Files arranged by ISO document numbering system. *Note:* Identify number of ISO committee.

NLC-120
Anglo-American Cataloguing Rules (AACR)

Description: Information on the development and revision of the Anglo-American Cataloguing Rules; also the work of the Joint Steering Committee (JSC) for the revision of AACR. *Topics:* AACR 1st ed. Chapter 13, 14, etc.; AACR II Review draft; AACR II, 2nd draft, etc.; JSC meetings (by place and date). *Retrievability:* AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system.

NLC-130
Machine-readable Cataloguing (MARC)

Description: Information on the development of standards formats for machine-readable cataloguing information in Canada and other countries. *Topics:* Canadian MARC (CAN/MARC) format; United Kingdom MARC (UK/MARC) format; Library of Congress MARC (LC/MARC) format, etc.

Library Systems Centre (LSC)

The Centre provides computerized systems services to the National Library, other federal government libraries and to the developing Canadian Library Network. To meet this objective, the Centre operates and enhances DOBIS (Dortmunder Bibliothekssystem), an on-line library database management system; and maintains National Library batch systems until they are transferred to DOBIS. These systems include the bibliographic and authority sub-systems and the Machine Readable Cataloguing (MARC) Records Distribution Service (MRDS). The Centre also provides leadership in the development of automated systems that can be used by Canadian libraries for a wide variety of library applications and provides advisory or consulting services to Canadian libraries which are developing automated systems. To provide these services, the Centre is organized into the User Services area, the Computing Services area and the Systems and Methods Office.

Manuals

- Procedures Manuals
  - — Programming and Documentation Guidelines
  - — DOBIS
    Terminal Operator's Guide
    User Manual
    Data Input Conventions
    User Manual Appendices

NLC-140
Computing Services

Description: Information on the design, implementation, maintenance and operation of computer-based library information systems, the technical aspect of network planning and computer technical services - standards, evaluation and selection of systems software and hardware. *Topics:* Systems Development Project; planning; network development; DOBIS Systems Management Systems Administration; standards; batch systems management.

NLC-150
User Services

Description: Information on the analysis of LSC user needs and the development of specifications for systems which will meet these needs; also the design and implementation of new computerized systems and the provision of consulting services. *Topics:* Planning systems development projects; network development; DOBIS System management standards; systems administration; user liaison; batch systems management.

NLC-160
Systems and Methods Office

Description: Information on the provision of general management services to the National Library in areas such as systems and procedures analysis, organizational and applied operations research. *Topics:* Systems and methods projects; general administration; systems development project; network development.

Public Services Branch

This Branch is responsible for providing a location and interlibrary loan service and a reference information service, both automated and manual, to libraries, researchers and the general public. Special advisory services are offered in children's literature, music and library and information science. The Branch compiles and maintains the *Canadian Union Catalogue of Books* and the *Canadian Union Catalogue of Serials*. It also maintains the library collections, including official publications, serials, music, rare books and manuscripts, Canadian newspapers and the Canadian Indian Rights Collection. Through the Multilingual Biblioservice, library materials in the non-official languages in Canada are acquired and disseminated through Canadian public libraries. The Branch maintains the Secretariat Committee on Bibliography and Information Services for the Social Sciences and Humanities (a committee of the National Library Advisory Board).

Manuals

- *Music Division Procedures*
- National Library Canadian Union Catalogue Instructions for Reporting Monographs
- *Library Documentation Centre Procedures Manual*
- *CAN-SDI Systems Manual on Canadian Selective Dissemination of Information Services* — describes technical operations of the system (an automated current awareness system)
- *CAN-SDI Procedures Manual* — provides detailed procedures for writing user profiles for CAN-SDI centres
- *Bibliography Unit Manual* — contains procedures for preparing lists of books, articles, etc., on a subject
- *Periodicals Unit Manual* — describes the receiving shelving, retrieving and photocopying of periodicals and the handling of microforms
- *Circulation Manual* — describes processing of loans and maintenance of the National Library collection
- Canadian Official Publications Section
- Foreign and International Publications Section
- *Annotations Manual* — contains instructions on preparing annotations for a multilingual collection of books

Classes of Records

NLC-170
Newspapers

Description: Information on National Library holdings of newspapers and updates of earlier publications, the *Union List of Canadian Newspapers in Canadian Libraries* and the *Union List of Non-Canadian Newspapers in Canadian Libraries*; also newspapers and periodicals on microfilm and correspondence answering reference questions on newspapers. *Topics:* Newspapers on microfilm - ethnic, Canadian, foreign; microform masters for Canadian material. *Retrievability:* Files arranged by place, province, decade; microform masters of serials arranged by title, and of newspapers by province and city.

NLC-180
Music Manuscripts and Recordings

Description: Lists of manuscript collections and sound recordings, finding aids for selected archival collections and records on acquisitions by gift or purchase of the Music Division; also correspondence answering reference questions related to music, and binders listing holdings of 78, 33 and 45 rpm recordings. *Topics:* Manuscript collections; early Berliner records at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; lists of donors and donations; records of purchases for the collection; and recordings held by the Music Division. *Retrievability:* Files arranged by manuscript collections and finding aids by name of collector; early Berliner records by catalogue number of manufacturer; Dr. André and Pear Ross Collection by language and recording personality; access to binders by recording artist; acquisitions arranged chronologically; correspondence chronological within a subject.

NLC-190
Union Catalogues

Description: Information on the holdings of libraries in Canada of monographs and serials, including official publications, correspondence files related to library symbols and reporting to the *Union Catalogue*, microfilming catalogues of Canadian libraries for the *Union Catalogue*; also *Union Catalogue of Canadian Music Publications to 1950*. *Topics:* Holdings of Canadian libraries; library symbols; microfilming catalogues of Canadian libraries; locations of

Canadian music published up to 1950. *Retrievability:* Files are arranged by author or title for the pre-April 1980 accessions card form; Canadian music publications are arranged by composer, title, publisher and date. *Storage Medium:* Accessions received after April 1980 are machine-readable.

NLC-200
Library and Information Science Reference Material

Description: Information on topics of interest to the Canadian library community – 1-subject; 2-libraries; 3-librarians; 4-library associations; 5-library schools; 6-meetings; 7-library equipment; documents from a clipping service, periodicals scanned in the Centre, and a variety of published and research papers; also inquiries and related correspondence. *Topics:* Recent developments in libraries; automation of library operations; development of bibliographic databases; union catalogues; library administration; collections development; AACR II; national libraries and systems. *Retrievability:* Files arranged by subject group or by name of librarian, library or association.

NLC-210
Social Sciences and Humanities

Description: Unpublished bibliographies up to 1974, reference questions and related correspondence, new Reference Books List (monthly) and a file of reference books on order, correspondence and other files related to research on Canadian Indian land claims and related fields.

NLC-220
Children's Literature

Description: List and bibliographies on Canadian children's books, slide collection of illustrations in Canadian children's literature and children's libraries, a catalogue of children's books and textbooks, and archival material on the Canadian Section of the International Board on Books for Young People (IBBY). *Topics:* Book selection in school libraries; current Canadian children's books; illustrations; bilingual books; other languages; comic books; professional literature; records; Braille books; children's writing; periodicals. *Retrievability:* Files arranged by index to catalogue of children's books by author, illustrator, translator, title, chronology and series; index to textbooks also includes places; lists and bibliographies accessed by subject; illustrations by illustrator; posters by organization and subject.

NLC-230
Official Publications

Description: Card catalogues of the collections of Canadian official publications and of foreign and international publications, a Kardex listing serial holdings of foreign and international publications, correspondence and reference files on official publications, and a card index to commissions, committees, task forces, etc. *Topics:* Government structure; arrangement of collections of official publications; laws and regulations; shipping lists; statistics; and reference tools related to official publications. *Retrievability:* Commission index arranged by subject and name of chairman.

NLC-240
Library Services in Non-official Languages

Description: Correspondence on library services in non-official languages and files of press clippings on multiculturalism and ethnic groups. *Topics:* Library services to ethno-cultural communities; multiculturalism. *Retrievability:* Files arranged by subject and ethnic group.

NLC-250
Rare Books and Manuscripts

Description: Inventories of manuscripts, and correspondence and reference files on rare books and manuscripts. *Topics:* Rare books; individual rare books and manuscripts; preservation and conservation of library materials. *Retrievability:* Files arranged by subject or author.

Natural Sciences and Engineering Research Council of Canada

Background

The National Sciences and Engineering Research Council (NSERC) is a departmental Crown corporation established on May 1, 1978. The functions of NSERC are to promote and assist research in the natural sciences and engineering other than the health and sciences and to advise the Minister of State for Science and Technology on such research.

Legislation

- *Natural Sciences and Engineering Research Council Act*

Overall Responsibilities

The Council is responsible for the management and administration of the Program of Scholarships and Grants in Aid of Research. These grants and scholarships are intended primarily for university researchers and graduate students. The objectives of the Program are to promote and support the development and maintenance of research in the natural sciences and engineering and ensure the provision of highly qualified manpower in these areas. Accordingly, the Council supports excellence in research for the creation of new knowledge in the natural sciences and engineering; promotes and supports the development of research in selected fields of regional and national importance; and assists in the provision and development of highly qualified manpower.

The Program is divided into activities described below.

Research Manpower Awards

These Awards offer a wide range of awards, scholarships and fellowships to undergraduate and graduate students, post-doctoral fellows, scientists and engineers in universities and industry for advanced study, research or professional development. They are tenable in universities, industrial firms and other institutions in Canada and abroad.

Research Grants

Research Grants are awarded to individuals and groups for research expenses in support of a spectrum of research activities. Grant applications are adjudicated by experts on the basis of the research excellence of the applicants, the quality of the research proposals and, in some programs, the relevance of research projects to selected areas on national concern.

Research Infrastructure Grants

These Grants are awarded to individuals, groups and institutions to support the acquisition of research equipment and the development of special research facilities; they also promote and support the effective use, operation and maintenance of research facilities.

Developmental Grants

Developmental Grants support selected manpower, infrastructure and research initiatives, negotiated with individuals, groups and institutions. They ensure a balanced development of the research and research-training capability in selected regions, institutions, disciplines or professions.

General Research Support

This type of assistance includes grants to university presidents in support of local research, research infrastructure, manpower and other research-related activities. It also includes grants to support national and international scientific and engineering conferences, publication of scientific and engineering journals and original research manuscripts, promotional activities, travel and other miscellaneous activities.

International Scientific Exchanges

The Exchanges stimulate the exchange of scientists and engineers between Canada and France, Brazil, Czechoslovakia, Japan and Bulgaria. The Program also provides financial assistance to a small number of Canadian scientists engaging in collaborative research projects with scientists in other countries and to a small number of foreign scientists for visits to Canadian scientific institutions and research laboratories.

Other Programs

The Council also administers a number of programs on behalf of other agencies. These include the NATO Science Fellowships, the CIDA-NSERC Research Associateships, the Fellowships in Meteorology and Atmospheric Sciences (on behalf of Environment Canada) and the Visiting Fellowships in Canadian Government Laboratories (on behalf of all Federal departments and agencies participating in the program). The fields of research supported by NSERC currently include agriculture, astronomy, biology, chemistry, computing and information science, engineering, food science, forestry, geography (physical), geology, geophysics, interdisciplinary research, kinesiology, mathematics (pure and applied), metallurgy, meteorology, oceanography and limnology, physics, psychology, space research and statistics.

Organization

The Natural Sciences and Engineering Research Council is governed by a Council composed of 22 members, appointed by the Governor in Council, who meet regularly to establish broad policies and provide guidance to its officers. Council is headed by a President who is supported by an Executive Director, a Director of Programs, a Director of Finance and Administration and the Secretary of Council. Council presently has a staff of 98 professional and support personnel.

The Council operates through a system of committees (whose members are selected from the academic, governmental or industrial sectors) which advise Council on policies and programs or review applications for grants and scholarships; advisory committees are composed of both Council and non-Council members while selection committees are composed of experts in the areas under their purview and do not include Council members.

Access Procedures

All requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Natural Sciences and Engineering Research Council of Canada
Building M-55, Montreal Road
Ottawa, Ontario
K1A 0R6
Telephone: (613) 993-9358

Publications

Additional information on NSERC operations, committees or activities is found in the following publications and documents:

- *Report of the President*
- *List of Scholarships and Grants in Aid of Research*
- Five-year Plan (period 1979-80 to 1984-85)

- Guidelines for Membership on NSERC Selection Committees and Panels
- *Report of the Task Force on Research Equipment in Universities*
- Summary of Equipment Grants Awarded to Universities in the last 7 years
- *Awards Guide* — guidelines, eligibility, etc.
- *Scholarships and Fellowships Guide* — outlines guidelines, eligibility, etc.
- *Your NSERC Award*
- Background Information and Guidelines for Grant Selection Committees
- Background Information and Guidelines for Advisory Panels
- Project Research Applicable in Industry (PRAI) Grants
- Visiting Fellowships in Canadian Government Laboratories
- *CONTACT* (newsletter)
- Official Languages Annual Report
- Application forms for the various programs

EDP Systems

- Grant master files
- Strategic grant master files
- Grant history file
- Strategic grant history file
- Scholarship master files
- Referee file
- Financial master files

For more information on EDP files, please contact:

Program Review, Evaluation and EDP Section
Natural Sciences and Engineering Research Council of Canada
Bldg. M-55, Montreal Road
Ottawa, Ontario
K1A 0R6

Classes of Records

NSERC-10
Organization

Description: Information on policies and procedures for the execution of Council's responsibilities. *Topics:* Policy; terms of reference; organization and related staff studies; membership of Council; agenda, minutes and proceedings of meetings; finance; *NSERC Act*; 5-year plan; management committee; presidential correspondence; invitations, lectures, visits and general correspondence.

NSERC-20
Committees

Description: Terms of reference, principles governing membership, agendas, minutes and proceedings of meetings, arrangements for meetings, studies, membership of committees, annual reports from grant selection committees and advisory panels, and general correspondence with various committees regarding recommendations, evaluations and administration of the various programs. *Topics:* Executive; audit; permanent – grants and scholarships, strategic grants and international relations; advisory committees – development of research, university-industry liaison, physics and astronomy, communications; grant selection committees; committees on postgraduate and 1967 Science Scholarships; committees on Post-doctoral, University and Industrial Research Fellowships; E.W.R. Steacie Memorial Fellowships; advisory panels for strategic grants – food and agriculture, energy, environmental toxicology, oceans, communications, biotechnology and "open" area; selection committees on international scientific exchanges and on scientific publications; *ad hoc* committees and task forces to perform specific mandates. *Note*: Membership of most of these committees is published annually in the *Report of the President* and is also available to the research community in the newsletter *CONTACT*. Selection mechanisms are published in the brochure "Guidelines for Membership of NSERC Selection Committees and Panels."

NSERC-30
Grant Administration

Description: Information on policies, regulations, procedures, eligibility, priorities, equipment underexpenditures, workshops, correspondence with universities and other granting councils and general correspondence. *Topics:* Individual case files – applications, evaluation by a third party, recommendations and decisions on proposals submitted to Council; correspondence for the general administration and awarding of – individual Operating, Team and Equipment Grants, PRAI and Special Project Grants, Negotiated Developmental Grants, Institute Grants, Research Development Grants, Special Awards, Scientific Publications Grants, Special Forestry Grants, Major Installations Grants, General Research Grants, Strategic Grants, Conference Grants and Senior Industrial Fellowships. *Storage Medium:* EDP systems. *Retrievability:* By grant program and grant recipient. *Note*: Information on applications, guidelines, eligibility, regulations, etc., is published in the publication entitled *Awards Guide*. Grants awarded are listed annually in the publication entitled *List of Scholarships and Grants in Aid of Research*.

NSERC-40
Visiting Fellowships in Canadian Government Laboratories

Description: Information on individual case files and correspondence for the general administration and awarding of the fellowships. This program of fellowships is administered by NSERC on behalf of Federal departments and agencies. *Topics:* Inquiries; policy; life insurance; finance; advertising; reports; medical insurance; recommendations (by citizenship); steering committee; general correspondence with various departments academies of science and embassies. *Storage Medium:* Scholarship File for the Visiting Fellowships Program EDP System – a partial duplication of individual case files. *Retrievability:* Files arranged by name, citizenship or department. *Note*: For more information on applications, guidelines, eligibility and the types of fellowships available through the various departments, please consult the brochure entitled "Visiting Fellowships in Canadian Government Laboratories". The fellowships awarded are also listed annually in the publication entitled *List of Scholarships and Grants in Aid of Research*.

NSERC-50
Scholarships and Fellowships

Description: Information on the administration, policy, regulations and changes to these programs; also general correspondence with universities, industries and countries. *Topics:* Individual case files and correspondence – Undergraduate Summer Research Awards, 1967 Science Scholarships, Post-graduate Scholarships, Post-doctoral Fellowships, University Research Fellowships and Industrial Research Fellowships. *Storage Medium:* One file for each of the above programs on the Scholarships Masterfile EDP System. *Retrievability:* Files arranged by program and recipient. *Note*: For more information on applications, guidelines, eligibility, regulations, etc., please consult the *Scholarships and Fellowships Guide* and *Your NSERC Award*. The Scholarships and Fellowships awarded are listed annually in the publication entitled *List of Scholarships and Grants in Aid of Research*.

NSERC-60

International Scientific Exchanges

Description: Information on inquiries, eligibility, administration, correspondence on the Exchanges. *Topics:* Individual case files and correspondence on Scientific Exchange Awards, International Collaborative Research Grants and International Scientific Exchange Awards. *Retrievability:* Files arranged by program and recipient. *Note*: For more information on applications, guidelines, eligibility, etc., please consult the *Awards Guide*. These awards are also listed annually in the *List of Scholarships and Grants in Aid of Research*.

NSERC-70

International Exchanges With Other Countries

Description: Information on exchange agreements for visits, official visits and missions. *Topics:* Correspondence on scientific matters – Brazil, Czechoslovakia, Denmark, Finland, France, West Germany, Japan, Norway, Poland, Sweden, USSR, United Kingdom, United States and its National Science Foundation, Yugoslavia, Belgium, Austria, Cuba, China, Italy, Taiwan, Holland, Bulgaria, Mexico, Hungary and Switzerland. *Retrievability:* Files arranged by country.

Northern Canada Power Commission

Background

The Northern Canada Power Commission is a federal Crown corporation which operates under authority of the *Northern Canada Power Commission Act*. It is concerned with the planning, construction and management of public utilities, primarily electrical, on a commercial basis. For this purpose, it is empowered to survey utility requirements and construct utility plants in the Northwest Territories, the Yukon Territory, and, subject to the approval of the Governor General in Council, elsewhere in Canada.

Overall Responsibilities

The Commission is the principal producer of electricity north of 60° and operates the main transmission networks in the Yukon and the Northwest Territories. Heat, water and sewerage service utilities are operated at Inuvik, N.W.T. Wholesale heat supply is provided to the Northwest Territorial Government for distribution at Frobisher Bay. Residual heat recovery systems are operated at several locations.

The Commission's Head Office is located in Edmonton, Alberta. Regional Offices are located in the Territorial capitals of Yellowknife, Northwest Territories and Whitehorse, Yukon Territory. It is a requirement of the Act that operations of the Commission shall be self-sustaining within each rate zone as defined in the Act. Consequently, rates charged for utilities supplied must provide sufficient revenue to cover interest and principal payments on loans made to the Commission, operating, maintenance, administrative and all other expenses, and contingency allowances. A 1975 amendment to the Act enables the Commission to charge rates for utilities on a zone basis to cover the costs outlined above.

Access Procedures

Please direct all formal requests under the *Access to Information Act* to:

Access to Information Co-ordinator
Northern Canada Power Commission
7909-51st Avenue
P.O. Box 5700, Station L
Edmonton, Alberta
T6C 4J8
Telephone: (403) 465-3377

Corporate and Public Affairs Branch

In the area of marketing, this Branch is responsible for the development and planning of energy policies; customer services; negotiation of bulk sales contracts; utility rate reviews; service studies; and market forecasts. In the area of corporate development it is responsible for the review of environmental, social, technical and legal aspects of proposed construction projects; communication with territorial and public utility boards; liaison and consultation with outside agencies and interest groups; monitoring acquisition of property and rights-of-way; regulations; review of needs arising from Orders in Council, corporate communication, drafting of contracts, and public relations.

Class of Records

NCPC-10
Marketing

Description: Information on the marketing of utilities in the North. *Topics:* Customer relations; energy exports; supply and demand; sales data and potential sales of energy; surveys and studies; categories and utility rates; commissions and companies; distribution of rate schedules; public utility boards – interventions, proceedings; boards – Northwest Territories, Yukon; rate structures; submissions and interventions on proposed rate changes.

Operations and Engineering Branch

This Branch is responsible for the development and administration of programs for the operation and preventive maintenance of hydro and thermal generation installations, supervision of major maintenance projects, and project planning and development.

Manual

- *Standard Procedures Manual*

NCPC-20
Operations

Description: Information on the general operations of the Commission. *Topics:* Preventive maintenance; Task Force; agreements; catalogues and price lists; climatology; weather reports; consultants; co-operation and liaison; geography; geology; hydralic studies; reports and statistics – daily, monthly, weekly, yearly; studies and surveys.

NCPC-30
Buildings, Structures and Grounds

Description: Information on the erection, maintenance and repair of all buildings including the maintenance of the grounds. *Topics:* Control centres; powerhouses; elevators; sub-stations; tank farms; utilidors; water treatment plants.

NCPC-40
Development and Investigation

Description: Information on investigation and development of potential hydro sites. *Topics:* Permafrost; Alberta grid tie line; off-shore oil; energy alternatives – coal, oil, gas, wind generators; specific investigations.

NCPC-50
Distribution and Transmission

Description: Information on investigation and construction of transmission and distribution lines. *Topics: Canadian Electrical Code*; standards; investigations on potential distribution line; future housing sites; land clearing; poles; street lighting; transformers; transmission lines; distribution lines.

NCPC-60
Environmental, Social and Historical Factors

Description: Information on preservation of the environment, including fish management, land use and pollution. *Topics:* Disasters; fish protection – spawning grounds, ladders, land use and community impact; pollution – fuel oil spills, PCBs, noise and smoke.

NCPC-70
Equipment and Supplies

Description: Information on equipment and supplies to generate electricity, including maintenance and repair. *Topics:* Alternators; batteries and reports; boilers and reports – cranes, governors, meters and metering, piping, prime movers (by inventory number and manufacturer; modular units); remote control; switchgear and reports; supplies – tools, containers, fuel and lube oil.

NCPC-80
Hydraulic Structures and Facilities

Description: Information on the construction, maintenance and repair of hydraulic structures and facilities to operate a hydro plant. *Topics:* Dams; fish facilities – ladders, spawning grounds, hatcheries, reservoirs, permits, licences, water boards, surveys and studies.

NCPC-90

Production and Treatment

Description: Information on the production and treatment of electricity. *Topics:* Electricity; conservation; residual heat – produce cultivation experimental programs; central heating by steam and hot water; domestic water treatment and sewage systems.

NCPC-100

Transportation

Description: Information on the transportation of materials by air, land or water. *Topics:* Facilities; courier service; charter services; damage claims; misplaced shipments; roadways; seaways and shipping lists.

NCPC-110

Construction – Major Improvements

Description: Information on major construction or improvement projects. *Topics:* Investigations; public relations; commissioning; meetings; progress reports – mechanical, electrical and civil; design – remote control and communications, financial transactions and costs; tenders and contracts; environmental issues – land, water licences, fish hatcheries.

Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the *Northern Pipeline Act* in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies.

Overall Responsibilities

The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields the maximum economic and industrial benefit for Canadians with the least amount of social and environmental disruption. The Act directs the Agency specifically to take account of the local and regional interests of residents, particularly native residents, in areas through which the pipeline will pass.

The Agency was designed to act as a single window in all dealings between federal authorities and the Foothills Group of Companies and in relationships involving provincial and territorial governments in Canada, and the Government of United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. One exception involves responsibilities reserved exclusively to the National Energy Board or shared between the Board and the Agency. A member of the Board serves as its Designated Officer within the Agency to exercise certain powers of the Board with respect to the project.

In addition, the Agency works closely with other arms of the federal government and other levels of government in Canada to co-ordinate the wide range of activities that come within the respective jurisdictions. These contacts are supplemented by quarterly meetings of the Federal-Provincial-Territorial Consultative Council, established under the Act.

General Information

Informal requests for information may be directed to:

Ottawa

Parliamentary Affairs and Communications
Northern Pipeline Agency
Victoria Building, 8th Floor
140 Wellington Street
Ottawa, Ontario
K1A 5A0
Telephone: (613) 593-6822

Calgary

Public Affairs Officer
Northern Pipeline Agency
Shell Centre, 4th Floor
400-4th Avenue S.W.
Calgary, Alberta
T2P 0J4
Telephone: (403) 231-5777

Whitehorse

Administrator
Northern Pipeline Agency
4114-4th Avenue
Suite 2000
Whitehorse, Yukon
Y1A 4N7
Telephone: (403) 668-4301

Vancouver

Administrator
Northern Pipeline Agency
Pacific Centre, IBM Tower
Suite 1175
P.O. Box 10139
701 West Georgia Street
Vancouver, British Columbia
V7Y 1C6
Telephone: (604) 544-1510

Publications

- *Weekly Bulletin* — provides an update of the week's activities for the Agency's internal operations
- *Monthly Report* — provides senior management with an overview of the Agency's operations in relation to the project

Access Procedures

Please direct all formal requests under the *Access to Information Act* to:

Access to Information Co-ordinator
Northern Pipeline Agency
Victoria Building, 8th Floor
140 Wellington Street
Ottawa, Ontario
K1A 5A0
Telephone: (613) 593-7860

Office of the Commissioner

As Agency Headquarters, the Office provides support to both the Minister and the Commissioner. It is responsible for development of, and consultation on, major policy issues with the United States, the provinces and federal departments and agencies concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

Class of Records

NPA-10
Policy

Description: Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation.

Office of the Administrator

This unit exercises and performs such of the powers, duties and functions as the Minister may specify. It oversees and develops the operational (as against the strict policy) functions of the Agency and deals day-to-day with operating staff in Calgary, Whitehorse and Vancouver, the Foothills Group of Companies in Calgary, and through regional administrators in Whitehorse and Vancouver, with the governments of the Yukon Territory and British Columbia. It is also responsible for all matters, external and internal, pertaining to the operational role of the Northern Pipeline Agency, including personnel Alaska Highway Gas Pipeline Project public hearings, as well as public and media relations.

Classes of Records

NPA-20
Secretariat Operations

Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. *Topics:* Corporations, companies and firms; government liaison; public relations.

NPA-30
Advisory Councils

Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the *Northern Pipeline Act*.

NPA-40
Yukon Regional Office

Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special-interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA-50
British Columbia Regional Office

Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. *Topics:* Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. *Retrievability:* Files are arranged by subject and construction zone.

NPA-60
Legal Affairs

Description: Information on the administration of legal matters; also opinions and decisions. *Topics:* Policy; Commissioner of Oaths; interpretation and application of legislation.

NPA-70
Public Affairs

Description: Information on NPA public relations, community information, media liaison and employee communications. *Topics:* Information services; advertising; communications strategies.

Office of the Designated Officer

This unit carries out all the responsibilities specifically required under the *Northern Pipeline Act*, such as the terms and conditions of the pipeline certificates (the issue of formal communications with the Companies in the form of orders, directives and approvals) as as well those delegated under certain sections of the *National Energy Board Act*. This unit brings to the Agency all of the powers, duties and functions of the National Energy Board in matters of planning, design, construction and inspection of the pipeline. This unit also administers the Agency's field surveillance program and provides direction to surveillance teams to ensure compliance with social, economic and environmental terms and conditions as required under the Act.

Manuals

- Schedule III to the *Northern Pipeline Act*
- *Engineering and Technical Orders*
- *Socio-economic Terms and Conditions*
- *Environmental Terms and Conditions*
- *Designated Items — Procurement Program*

Class or Records

NPA-80
Delegated Authorities

Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. *Topics:* Delegation of authority from National Energy Board; delegation of Authority under the *National Energy Board Gas Pipeline Regulations*; delegation of Authority under the *Northern Pipeline Act*. *Retrievability:* Files arranged by subject and construction zone.

Policy and Programs Unit

This unit is responsible for most aspects of the Agency's operational role not assigned by statute to the Deputy Administrator and Designated Officer, and for contributing to orders, directions and approvals for the Designated Officer requiring the Minister's concurrence. It is also responsible for socio-economic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments, manpower planning and logistical matters related to the project, and holds special policy responsibilities for the internal planning and administration of the Agency in financial management and administration.

Manuals

- *Alaska Highway Gas Pipeline Project Report on Transportation and Logistics* — August 1, 1980 and March 1, 1981; also February 27, 1981
- *Alaska Highway Pipeline Project, Logistics* — August 1980

Classes of Records

NPA-90
Logistics Transportation

Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems. *Topics:* Transportation - pipe; air transportation systems; rail transportation systems. *Retrievability:* Files arranged by subject and construction zone.

NPA-100
Government Programs

Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board. *Topics:* Permits and orders; land tenure and use; field surveillance scheduling and administration. *Retrievability:* Files arranged by subject and construction zone.

NPA-110
Industrial Benefits

Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. *Topics:* Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. *Retrievability:* Files arranged by subject and construction zone.

Socio-economic and Environment Unit

This unit acts as liaison with various public interest groups, and territorial, provincial and federal bodies, advises on socio-economic and environmental policies and procedures, administers terms and conditions, carries out socio-economic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It also advises the Northern Pipeline Agency, federal, provincial and territorial government departments, community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

Classes of Records

NPA-120
Socio-economic Issues

Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. *Topics:* Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. *Retrievability:* Files arranged by subject and segment of the line.

NPA-130
Social and Cultural Issues

Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. *Topics:* Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of recreational areas; burial sites. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA-140
Environment

Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. *Topics:* Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, ice. *Retrievability:* Files arranged by subject and segment of the pipeline.

NPA-150
Manpower

Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the Alaska Highway Gas Pipeline. *Topics:* Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. *Retrievability:* Files arranged by subject and segment of the line.

Scheduling and Regulatory Unit

This unit oversees the project scheduling and cost control procedures involved in building the Alaska Highway Gas Pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project scheduling, project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board as well as the issue of permits and orders to ensure correct technical content of some which are the official Agency instructions to the Pipeline Agency.

Manuals

- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- Consolidated Monthly Progress Reports
- Phase I Progress Report
- Final Design Cost Estimate Prebuild, Western Leg — April 1980
- Final Design Cost Estimate Phase I, Eastern Leg — December 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission — September 1980
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

Classes of Records

NPA-160
Surveillance Information

Description: Information on the day-to-day operations associated with pipeline and station construction. *Topics:* Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. *Retrievability:* Files arranged by subject and segment of the line.

NPA-170
Right-of-way

Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. *Topics:* Service of land owners; Land Acquisition Status Reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. *Retrievability:* Files arranged by subject and construction zone.

NPA-180
Project Scheduling and Monitoring

Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. *Retrievability:* Files arranged by construction zone.

Engineering Design Unit

This unit has the responsibility for design review and ensuring that appropriate methods are followed by the pipeline engineering section with each company of the Foothills Group. It is also responsible for the approval of all engineering design of the pipeline as well as providing direction to personnel who will be ensuring that the Company conform with the engineering requirements, orders, specifications and terms and conditions in the construction of the pipeline.

Manuals

- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake
- Flow Studies
- Crossings
- Regulatory Submission Schedules
- Compressor Stations
- *Operator's Manual*
- *Monitoring Procedures*
- Pipeline and Compressor Testing and Acceptance Plans
- Commissioning
- Leave to Open

Classes of Records

NPA-190
Engineering Design and Development

Description: Information on the engineering design and development necessary before the construction of the pipeline. *Topics:* Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. *Retrievability:* Files arranged by subject and construction zone.

NPA-200

Engineering and Operational File

Description: Information on all engineering aspects associated with the operational phase of the pipeline. *Topics:* Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings. *Retrievability:* Files arranged by subject and construction zone.

Northwest Territories Water Board

Background

The Northwest Territories Water Board was established under Section 7 of the *Northern Inland Waters Act* which was proclaimed on February 28, 1972. The *Northern Inland Waters Regulations* were promulgated on September 14, 1972. Two amendments to the Regulations have been made since: one on January 15, 1974, and the other on July 17, 1975.

The Board consists of not less than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development and is made up of at least one nominee of each department of the Government of Canada that in the opinion of the Governor in Council are most directly concerned with the management of the water resources in the Northwest Territories, and at least six persons named by the Commissioner in Council of the Northwest Territories. The Board held its founding meeting in Yellowknife, N.W.T. on April 18, 1972.

Overall Responsibilities

The Board provides for the conservation, development, and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians and for the residents of the Territories in particular. Under the Act an application must be made to the Board and either an Authorization or Licence issued prior to the use of any waters or disposal of any water-borne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire, or on an emergency basis, for controlling or preventing a flood.

Organization

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development. It is headed by the Controller, and includes the Supervisor of Pollution Control, the Supervisor of Licencing and Approvals, a Hydrologist and a Biologist. Technical and administrative support staff assist these professionals in carrying on the Board activities. A Technical Advisory Committee was established on October 17, 1973 to provide a forum for the discussion of technical matters related to applications for use of water.

Access Procedures

Please direct formal requests under the *Access to Information Act* to:

Access to Information Co-ordinator
Northwest Territories Water Board
Precambrian Building, 9th Floor
P.O. Box 1500
Yellowknife, N.W.T.
X1A 2R3
Telephone: (403) 920-8191

Background

In 1967, the Government of Canada, seeking to confront the difficulties faced by women in Canada, established a Royal Commission on the Status of Women (RCSW). In 1970, the RCSW tabled its Report to Parliament containing 167 recommendations to both federal and provincial governments. Since 1971, Canada has had a Minister Responsible for the Status of Women within the Privy Council Office. In 1975, a special project called International Women's Year was set up to promote the role of women and special information and educational programs across Canada to explain the situation of Canadian women. In 1976, the Office of the Co-ordinator, Status of Women became a department under Order in Council P.C. 1976-779.

Overall Responsibilities

There are two primary divisions in the responsibilities of officers in the agency:

- functions internal to government, that is, analysis and monitoring of legislation, policies and programs of all government departments, including liaison with status-of-women integration "mechanisms" in each department; and
- federal-provincial relations, including liaison with provincial government status-of-women responsibility centres, and relations with non-government women's organizations.

In addition, all activity in the office can be classified as one of three types: liaison; analysis and monitoring; and co-ordination. Activities take place in the areas of social, economic and legal affairs.

All liaison activities have as their prime purpose the acquisition and exchange of information in order to provide advice, and recommendations to the Minister. Liaison can occur at three levels:

- between officials at the working level (according to a Cabinet decision of February 16, 1976, each department and agency has designated a status-of-women "mechanism" who has direct input into policy and program development in that department);
- between deputy heads of departments and agencies (for purposes of the *Financial Administration Act*, the Co-ordinator, Status of Women has the status of deputy head); and
- between Ministers.

The Office's planning operations function in two distinct ways:

- policy development and reporting activities for the Minister, planned by the Minister and the Co-ordinator, Status of Women, and carried out in a systematic manner; and
- co-ordination of and co-operation in activities of other departments in all major policy review activities of government, which are most often not within the sole control of the Minister and as such require that planning be acceptable to the occasion.

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Office of the Co-ordinator, Status of Women
151 Sparks Street
Room 1005
La Promenade Building
Ottawa, Ontario
K1A 1C3
Telephone: (613) 995-7835

Office of the Co-ordinator

The mandate of the Co-ordinator, Status of Women is to ensure that the Government's overall commitment to improving women's legal, social, cultural and economic position is met, through monitoring of actual or planned government initiatives and new policy proposals.

Parliamentary Relations

Under the direction of the Co-ordinator, this unit co-ordinates and prepares confidential briefing notes for the use of the Minister in the House of Commons. This includes notes for Debates and for Question Period, as well as background information frequently based on Cabinet Decisions and Directives.

Classes of Records

SW-10
Ministerial Affairs

Description: Notes for debates and for Question Period as well as background information frequently based on Cabinet decisions and directives. Reports on activities of federal departments, other governments and non-government organizations and departmental recommendations to the Minister.

SW-20
Federal Government Affairs

Description: Information on women's issues, correspondence between departments to ensure that program objectives which promote women are met. *Topics:* Employment programs; outreach; employment services; federal contracts; Women's Bureau; maternity benefits; affirmative action; rug-ranking; day care centres.

SW-30
Legislative Aspects

Description: Information on legislative measures to amend or revise individual acts, such as the *Charter of Rights*. *Topics:* Adoption leave; maternity leave; fair employment practice; survivor's pension; homemakers; rape; sexual assault; human rights; victims of crime; pornography; prostitution; abortion – constitutional legislation; Alliance for Life; unified family court; transfer of divorce legislation; enforcement of maintenance.

SW-40
Committees

Description: Material on the establishment of committees, working groups, inter-departmental committees and intergovernmental committees. *Topics:* Committees related to Year of the Child; sexual harrassment; mechanisms to integrate Status of Women concerns; Year of the Disabled – 1981; victims of crime; family benefits; ratification on convention; Royal Commission on the Status of Women; women and aging.

Economic Affairs

This unit analyzes federal government policies and programs for their impact on women, develops departmental policy and provides advice on economic issues to the Co-ordinator and the Minister, including employment, statistics, tax policy, pensions policy, and economic development.

Social Policy and International Relations

This group is responsible for the preparation and co-ordination of analytical reports on the status of women in Canada for submission to international bodies (e.g., United Nations, Organization for Economic Co-operation and Development, International Labour Organization) ensuring effective Canadian participation on such matters. It also analyzes federal government policies and programs to determine their social impact on women, develops departmental policies and provides advice on social matters to the Co-ordinator and the Minister.

Class of Records

SW-50
Women in Public Life

Description: Information on women in public life, e.g., women in research, women in the economy, women in arts and crafts, women in politics. *Topics:* Alcoholism; women and aging; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; women in the labour force; equal pay for work of equal value; sexual harrassment; technological change; pension.

Socio-Economic Issues

This unit analyzes federal government policies and programs for their impact on women, develops departmental policy and provides advice on economic issues to the Co-ordinator and the Minister, such as employment and equal opportunities for women in public service.

Legal Policy

This unit analyzes federal government policies and programs to determine their impact on women, develops departmental policy and provides advice to the Co-ordinator and to the Minister Responsible on legal issues, including constitutional issues, divorce and family law, criminal law policy, human rights legislation, and employment standards legislation.

Federal-provincial Relations and Non-government Organizations

This group develops an effective federal-provincial strategy to improve the status of women in Canada and plans, organizes and chairs federal-provincial meetings of experts, senior officials and women's groups to deal with issues. It also advises the Co-ordinator on provincial and territorial matters and on matters related to non-government organizations and individuals concerned with Status of Women.

Classes of Records

SW-60
Federal-provincial Affairs

Description: Information on functions, agendas, minutes, reports and participation in conferences by CSW. *Topics:* Human rights; federal-provincial meetings of Ministers Responsible for Status of Women; Immigrant Women's Conference; Non-government Organization Constitutional Conference.

SW-70
International Liaison

Description: Information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world.

SW-80
International Affairs

Description: Information on the advancement of women throughout the world and material related to United Nations programs to promote equality of women; also OECD programs. *Topics:* U.N. Conventions and Declarations; elimination of discrimination against women; International Conference; U.N. Human Rights; World Program of Action; Employment of Women in Agencies; World Assembly on Aging; 1980 Conference on Decade for Women (Copenhagen).

Overall Responsibilities

The Office was established in 1973 pursuant to the *Inquiries Act*. The Correctional Investigator's mandate, as established in 1977 by Order in Council, is "to investigate, on his own initiative, on request from the Solicitor General of Canada or on complaint from or on behalf of inmates as defined in the *Penitentiary Act*, and report upon problems of inmates that come within the responsibility of the Solicitor General of Canada."

The staff of the Office visit all federal penal institutions across Canada regularly to conduct interviews with inmates and staff in an attempt to resolve complaints through liaison with the Commissioner of Corrections and his staff.

Laws and Regulations

- *Penitentiary Act*
- *Penitentiary Service Regulations*
- *Parole Act and Regulations*
- *Prison and Reformatories Act*

Manuals

- *Commissioner of Corrections Directives and Divisional Instructions*
- *Correctional Service of Canada Case Management Policy and Procedures Manual*

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Office of the Correctional Investigator
Box 2324, Station 'D'
Ottawa, Ontario
K1P 5W5
Telephone: (613) 996-9771

Classes of Records

OCI-10
Penal Institutions

Description: Correspondence advising institutions of visits by Office of the Correctional Investigator; also requests for information on administration of that institution. *Retrievability:* Files arranged by institution and by region.

OCI-20
Penal Institution Organizations, Committees and Groups

Description: Information on contact with inmate committees and other groups both inside and outside the institutions. *Retrievability:* Files arranged by institution or name of group, by region.

OCI-30
Inmate Affairs – Statistics and Reports

Description: Information and statistics to be included in Annual Report. *Retrievability:* Files arranged by year of report.

OCI-40
Inmate Affairs – Special Inquiries and Reports

Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. *Topics:* Inquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980.

OCI-50
Inmate Affairs – General Topics

Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. *Topics:* Policy on Inmate Disciplinary Boards; claims against the Crown; inmate pay; family visiting.

OCI-60
Inmate Affairs – Case Files

Description: All correspondence on individual inmate complaints; also reports of interviews with complainants. *Retrievability:* Files arranged chronologically with an alphabetical index and cross-reference system.

Pacific Pilotage Authority

Background

As a result of recommendations made by the Royal Commission on Pilotage in Canada, the *Pilotage Act* was assented to by Her Majesty and the Governor General in Council, and was proclaimed on February 1, 1972. The Act created four pilotage regions with specific Authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities — Atlantic, Laurentian, Great Lakes and Pacific — are Crown corporations, responsible to Parliament through the Minister of Transport.

The Pacific Pilotage Authority was incorporated as a Schedule D Crown corporation within the meaning and purpose of the *Financial Administration Act*.

Laws and Regulations

- *Canada Shipping Act*
- *Pilotage Act*
- *General Pilotage Regulations*
- *Pacific Pilotage Regulations*
- Authority By-laws

Overall Responsibilities

The role of the Authority is to establish, operate, maintain and administer, in the interest of safety, an efficient and economical pilotage service within its geographical boundaries — all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are to be fair, reasonable and consistent with providing sufficient revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

Organization

The Pacific Pilotage Authority consists of a Chairman, and six members appointed by the Governor General in Council. The Authority's Head Office is located in Vancouver, B.C. All management services, administrative, personnel, financial, contracts and purchasing, etc. are provided by the Vancouver Office.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Pacific Pilotage Authority
1200 West Pender Street
Suite 605
Vancouver, B.C.
V6E 2T9
Telephone: (604) 666-6771

Administration Branch

The function of this Branch is to provide administrative and financial services as required to operate within accepted corporate business procedures.

Manuals

- *Accounting Procedures*
- *Administrative Directives*
- *Pilotage Tariffs*

Operations Branch

The function of this Branch is to provide pilotage service by assignment and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Manuals

- Collective Agreements
- *Working Rules*
- Accident Reports and Investigations
- Pilot Licence Register
- Service Contracts
- *Dispatching Procedures*

Classes of Records

PPA-10
Pilotage Services

Description: Information on the provision of pilotage services within the Pacific Region. *Topics:* Dispatching records; pilotage licenses; tariff charges; assignments of pilots to vessels; accident reports; collective agreements; international shipping affairs.

PPA-20
Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings.

Pension Appeals Board

Overall Responsibilities

This Tribunal was constituted by the Parliament of Canada pursuant to an agreement with the government of Quebec whereby it is responsible for the hearing of appeals which arise from decisions of the Minister of National Revenue and the Minister of National Health and Welfare under the Canada Pension Plan (CPP), and from decisions of the Minister of Revenue of Quebec, and in some circumstances, from decisions of the Quebec Pension Board under the Quebec Pension Plan (QPP). The Board further hears appeals from decisions of the Umpire under the *Unemployment Insurance Act*, 1971, on questions of law only, arising out of the interpretation and application of Section 3 of the Act.

The *Access to Information Act* does not apply to any material held by the Board which has to do with appeals arising under the Quebec Pension Plan. The inquirer in such cases should be directed to the pertinent officials of that province. Furthermore, this Act does not apply to any material received by the Board from the Office of the Umpire as indicated above, since the documents of that Office are not subject to this Act.

All decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the *Commerce Clearing House (CCH) Canadian Employment Benefits* and the *Pension Guide Reports*, Vol. II, pages 5951 *et seq*. Both these documents and the decisions of the Board are held by the department involved. Any inquiries should be directed to them.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Pension Appeals Board
333 River Road
Tower A, Room 420
P.O. Box 8567
Ottawa, Ontario
K1G 3H9
Telephone: (613) 993-2047

Class of Records

PAB-10
Appeals

Description: Information on proceedings before the Pension Appeals Board. *Topics:* A completed file normally contains the notice of appeal; the reply to the notice of appeal; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of decisions related to the appeal.

Background

Ports Canada (Canada Ports Corporation) is a Schedule C Crown corporation, reporting to Parliament through the Minister of Transport. The new *Canada Ports Corporation Act* of 1982 confirmed the commercial vocation of Ports Canada while amending the *National Harbours Board Act* of 1936. This Act gives Ports Canada power to implement a port policy which will offer greater local participation in regional and national port planning. Ports that are financially self-sufficient will be eligible to attain subsidiary Crown corporation status under the new legislation and conduct their operations with a high degree of local autonomy. Ports Canada will be responsible for administering these ports under a common objective and ensuring that they meet the federal government's responsibility for the national transportation system and the optimum deployment of resources.

Overall Responsibilities

The commercial vocation of Ports Canada is to promote the most efficient use of its ports for the purpose of accommodating both domestic and international waterborne trade. Ports Canada must also ensure accessibility and equitable treatment to port users and customers.

Another objective of the Corporation as set out in the new legislation is to provide the crucial co-ordination between the land, air and marine modes of transportation at the ports. This integration of port facilities and services within a national transportation system that is co-ordinated with other marine activities and other transportation modes is one of Ports Canada's main responsibilities. Ports have a tangible impact on Canada's balance of payments, as they bring the country's main export commodities to market. Ports Canada harbours account for half of Canada's waterborne trade and are a vital link in the overall transportation system. Ports Canada is also responsible for ensuring that the ongoing maintenance, upgrading and major expansions to port facilities and infrastructure will provide enhanced services to port users on a competitive and cost-effective basis both for domestic and international customers.

Organization

The new Act provides a new management structure for the Corporation based on a national board of directors serving part-time and representing broad regional and national interests in port matters. The Act also gives the new board powers to establish local port corporations at any of the Ports Canada harbours which meet the criteria of national and regional significance, local interest and financial viability. The national board will delegate powers to these local corporations so that they can manage and operate their ports with a high degree of autonomy. Ports Canada is directed by a Chairman, a Vice Chairman, a President and Chief Executive Officer, as well as fourteen other part-time directors, who represent all regions of the country. As subsidiaries of Ports Canada, the local corporations will have local boards of directors, but be subject to direction from the national corporation, to ensure that national policy objectives are respected. Ports which have not yet attained local port corporation status will have local advisory committees.

Under the new law, regional advisory councils will provide co-ordinated planning of all ports within each region and give advice and recommendations on a regular basis to the Minister of Transport. The Act also provides for a gradual transition from the present National Harbours Board organization to the new corporate structure and from there to full corporate maturity with the Crown corporation structure.

Ports

The important Canadian commercial harbours under the jurisdiction of Ports Canada presently provide a full range of competitively-priced services associated with the berthage and servicing of vessels and the handling, protection and movement of all types of cargo, whether containerized, bulk or general. Facilities are constantly upgraded and expanded to meet growing demand, through short and long-term strategic planning.

Ports Canada harbours frequently act as landlords, leasing property and facilities to the private sector, including stevedoring firms, shipping companies and terminal operators. Ports Canada harbour personnel are engaged in such activities as direction of navigation within harbour limits, administration and collection of tariffs, property management, as well as construction, repair, maintenance, upgrading and expansion of facilities. The Corporation also provides its own police and security force for the protection of cargo and personnel. Ports Canada also operates its own specialized facilities, such as grain elevators, terminal facilities and in-port railway systems, as well as other infrastructure services within port boundaries.

Ports Canada harbours are located in: St. John's, Newfoundland; Saint John, New Brunswick; Belledune, New Brunswick; Quebec City; Montreal; Chicoutimi, Quebec; Baie des Ha! Ha!, Quebec; Sept-Îles, Quebec; Trois Rivières, Quebec; Prescott, Ontario; Port Colborne, Ontario; Churchill, Manitoba; Vancouver; and Prince Rupert, British Columbia.

General Information

Public and Governmental Affairs
Ports Canada
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1A 0N6
Telephone: (613) 995-0162
Telex: 053-4127

Access Procedures

Requests for Ports Canada records under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Secretariat Services
Ports Canada
Place de Ville, Tower A
320 Queen Street
Ottawa, Ontario
K1A 0N6
Telephone: (613) 992-0180
Telex: 053-4127

Executive

The Chairman and Chief Executive Officer provides Ports Canada with strategic planning guidance and leadership on policy, objectives, priorities, development, resource deployment, and overall direction for the attainment of short and long-term federal government and corporate objectives. The Chief Executive Officer ascertains that Ports Canada fulfills its role as an effective instrument of support for the achievement of Canadian international trade objectives and of national, regional and local social and economic objectives, that Ports Canada ports are operated with efficiency and that they provide accessibility and equitable treatment in the movement of goods and persons to users. The Chief Executive Officer also ensures that local port corporations are provided with a high degree of autonomy for the management and operation of ports at which they are established, consistent with the responsibility of the Minister of Transport to ensure the integrity and efficiency of the national harbour system, the optimum deployment of resources, and the co-ordination of this system with other marine, surface and air transportation systems.

Corporate Affairs

The Vice President, Corporate Affairs, is responsible for ensuring that the overall operational effectiveness of Ports Canada is carried out by directing the operation of engineering services, marketing services, planning and development, internal audit, human resources and administrative services. This officer also represents Ports Canada in its dealings with other federal government departments and agencies, the shipping industry and port users, and contributes to the overall management of the Corporation by providing advice and counsel to the Chairman, Head Office senior management and port general managers.

Operations Division

The Operations Division is responsible for managing facilities at branch ports, such as Sept-Îles, Chicoutimi, Baie des Ha! Ha!, Trois-Rivières, Belledune, Prescott, Port Colborne, Churchill, Prince Rupert, and St. John's, Newfoundland. The Division also co-ordinates operations with other relevant authorities and exercises functional management over all operational activities. In addition, the Division is responsible for co-ordinating the development of major terminal projects, developing policies, standards and procedures for all operational and grain port functions, providing advice and recommendations on port operations, and assisting and advising the Chief Executive Officer of Ports Canada in directing and administering operations of all ports.

Manuals

- *Delegation of Signing Authority*
- *Financial Management Policy Guideline*

Class of Records

PC-10
Grain Operations

Description: Information on Ports Canada grain operations. *Topics:* Leases; tariffs; operation; construction; maintenance; charges; purchasing; equipment.

Engineering Division

This Division provides professional engineering and technical services to Ports Canada and its ports for the planning, design, construction, maintenance, upgrading and expansion of port infrastructure facilities. It also provides expertise in the development, staffing and operating of engineering divisions in the major ports, as required, as well as establishing and monitoring policies, standards and procedures for Head Office and the ports.

Manual

- *Engineering Policies and Procedures*

Class of Records

PC-20
Engineering Services

Description: Information on the planning, design, construction and maintenance of the Corporation's facilities. *Topics:* Consultants, construction and maintenance.

Marketing Division

This Division is composed of three main units: market research and pricing, market development and an information centre. The Marketing Division assists in carrying out market analysis, and maintains records and statistics on tariffs, marketing and the movement of goods. It also distributes information, including publicity and commercial information, on Ports Canada and the harbours. These activities are conducted with a view to enhancing the corporate image of Ports Canada, as well as to obtain concrete results, such as the optimization of traffic revenue and the provision of a fair and equitable service to all Ports Canada users within the overall Canadian transportation system and economy.

Manual

- *Delegation of Signing Authority*

Class of Records

PC-30
Marketing

Description: Information and statistics on tariffs, marketing and goods. *Topics:* Tariffs; marketing; requests for information.

Public Service Commission

Background

The Public Service Commission (PSC) is designated as a department, with the Secretary of State as the appropriate Minister and the Chairman of the Commission as the deputy head within the meaning of the purpose of the *Financial Administration Act* (P.C. 1952-1903, March 31, 1952).

The jurisdictional powers of the PSC rest with three Commissioners — one Chairman and two members — each whom is appointed by the Governor in Council for a 10-year term. Together, the Commissioners set the overall policy in accordance with the *Public Service Employment Act*. A majority of the Commissioners constitutes a quorum. The Chairman, as Chief Executive Officer, is responsible for all PSC activities.

The PSC, as it is known today, evolved gradually from the Civil Service Commission (CSC), which was established in 1908 under the *Civil Service Amendment Act*. This Act introduced the principle of merit as established by competition. However, it did not apply to positions outside of Ottawa. The *Civil Service Act* of 1918 placed the entire Service under the CSC. The *Civil Service Act* of 1962 preserved the independence of the Civil Service Commission and maintained the fundamental principles of the merit system.

The *Public Service Employment Act* (PSEA) of 1967 reaffirmed the merit principle and changed the name of the Civil Service Commission to the Public Service Commission. The PSC's main task became staffing and the Commission was allowed to delegate staffing authority and power to departments. The PSC retained full responsibility for administering the appeals system. The Commission's responsibility for pay, classification and conditions of employment were transferred to the Treasury Board of Canada.

Overall Responsibilities

The primary responsibility of the Public Service Commission today, is to ensure that the principle of merit is upheld in staffing the Public Service, with fairness and without discrimination on the grounds of sex, race, national origin, colour, religion, marital status or age. This is accomplished through:

- the appointment or provision for the appointment of qualified persons to or from within the Public Service;
- the development and administration of open, visible processes and standards for selection of candidates for positions in the Public Service;
- the provision and operation of redress mechanisms for appointments which are challenged as violations of the merit principle; and
- the conduct of audits to evaluate the manner in which staffing authority has been exercised.

The *Public Service Employment Act* also provides for the Public Service Commission to:

- promote the participation of women, francophones, native people and other under-represented groups in the Public Service;
- ensure that physically and mentally handicapped persons are given effective equality of opportunity to compete for positions in the Public Service;
- provide professional leadership in facilitating, stimulating and operating programs of development and training, including language training and services, to bring about improvements in the skills and qualifications of Public Service employees;
- maintain an effective appeals mechanism for employees of the Public Service in respect of appointments, releases and demotions;
- investigate complaints of inequity and unfairness in employment under the *Public Service Employment Act*; and
- make decisions on allegations of political partisanship.

Members of the public seeking information about various PSC programs, services and policies are encouraged to telephone the Information Centre at (613) 996-5010. The Centre is located in Ottawa at 300 Laurier Avenue (the West Tower of L'Esplanade Laurier).

Access Procedures

Formal requests under the *Access to Information Act*, should be forwarded to:

Access to Information Co-ordinator
Public Service Commission
L'Esplanade Laurier, West Tower
Ottawa, Ontario
K2A 0M7
Telephone: (613) 995-2841

Executive Offices

The Executive Offices, namely the Chairman and Commissioner's Offices, have the overall responsibility for PSC policy in accordance with the *Public Service Employment Act*. Secretariat Services provides advice and assistance in the co-ordination of policy submissions from organizational components of the PSC. Accordingly, it develops and organizes policies affecting more than one organizational component of the PSC; administers Sections 21, 31 and 32 of the *Public Service Employment Act*; provides replies to ministerial and Parliamentary inquiries; and regulates the flow of documentation to and from the PSC.

Management Category Programs Branch

The Branch, under the *Public Service Employment Act* and the Commission's policies, establishes policies and systems for the recruitment and selection of individuals for management category positions in the Public Service; performs planning, counselling and staffing for the management category; is responsible for the Interchange Canada and International Assignments Programs, management category resource planning and analysis, and policy and systems development.

Classes of Records

PSC-10
Management Category Programs

Description: Information on policies and systems for the Management Category. *Topics:* Counselling; human resource planning; information systems; staffing; executive personnel; Committee of Senior Officials on Executive Personnel; Interdepartmental Committee on Personnel Policies for Managers; Interdepartmental Committee on Executive Resourcing Operations Committee. *Retrievability:* Files arranged by subject and individual.

PSC-20
Career Assignment Program

Description: Information on the selection, education and assignment of CAP candidates; also special development programs. *Topics:* Advisory services; assignments; education; participant files; selection; studies; surveys and reports. *Retrievability:* Files arranged by subject and individual or organization title.

PSC-30
Interchange Canada and International Assignments Programs

Description: Information on the exchange of senior executives with various federal, non-federal and international organizations. *Topics:* Associations; clubs; institutes; societies; colleges; schools; universities; committees; boards; councils; companies; corporations; manufacturers; federal government organizations; foreign government organizations; international organizations.

Staffing Branch

The Branch administers the *Public Service Employment Act and Regulations* through the establishment of policies and directives, selection standards and tests, referral selection and appointment of candidates for employment; career counselling to employees and candidates; and operation of special programs for women, natives, both official language groups, blacks and the handicapped, which are designed to remove barriers, promote changes in attitudes and monitor progress.

Manuals

- *Staffing Manual*
- *Operations Procedure Manual*
- *Operations Performance Measurement System (OPMS) Manual*

Classes of Records

PSC-40
Staffing Operations

Description: Information on the recruitment and referral of applicants for appointment to positions in non-delegated groups and levels; Instruments of Delegation of Staffing Authority; advice and assistance to other departments on staffing activities; and the certification of staffing officers. *Topics:* Appointments; black employment; competitions; Delegation of Staffing Authorities; handicapped employment; probation; recruitment and referral; separations; staffing priorities; transfers; Staffing Branch Management Committee; Inter-Branch Operations Committee; Interdepartmental Committee on Handicapped Employment; the Terminology Committee; Operations Management Committee; Regional Management Committee; OPMS Analysts Committee; Committee on Information Services for Staffing Operation; Certification Committee. *Retrievability:* Files are arranged by subject and individual or organization.

PSC-50
Equal Opportunities for Women

Description: Information on the evaluation and recommendation of modifications to the staffing process to ensure the absence of bias in the employment and career progression of women; also statistics on the employment of women in the Public Service. *Topics:* Action plans; advisory services; publicity; studies; surveys and reports; Equal Opportunities for Women (EOW) Committee. *Retrievability:* Files arranged by subject and individual or organization.

PSC-60
Native Employment

Description: Information on evaluation and recommendations for modifications to selection methods to ensure the absence of cultural bias and an inventory of native candidates for referral to departments. *Topics:* Action plans; advisory services; applications; National Joint Council on Native Employment. *Retrievability:* Files arranged by subject and individual or organization.

PSC-70
Official Languages

Description: Information on guidelines for determining the language proficiency required of employees in bilingual positions; advice and assistance on language training plans; approval for the staffing of bilingual positions on an imperative basis. *Topics:* Advisory services; case files; language selection standards; language tests; language review committee. *Retrievability:* Files arranged by individual, organization and social insurance number.

PSC-80
Staffing Policies and Procedures

Description: Information on planning and development of new or amended staffing policies and procedures, the direct participation in major legislative and regulatory studies and reviews, and the co-ordination of Commission-union consultation.

PSC-90
Post-secondary Recruitment Program

Description: Information on a national and regional accessible applicant inventory of post-secondary graduates interested in positions in the Administrative and Foreign Service, Scientific and Professional, and Technical categories; also the Career-Oriented Summer Employment Program (COSEP) and the Co-operative Education Program. *Topics:* 4000 series; advisory services; Career Oriented Summer Employment Program; Co-operative Education Program; Financial and Public Administration; Foreign Service; Committee of Post-Secondary Recruitment Co-ordinators. *Retrievability:* Files arranged by individual or organization.

Audit Branch

The Branch carries out cyclical audits of staffing activities in all departments and agencies that have been delegated staffing authority under the *Public Service Employment Act*, including the PSC Staffing Branch. It engages in special studies and conducts project audits on specific aspects of the staffing system and recommends changes, where appropriate, to improve the effectiveness of staffing in the Public Service.

Manual

- *Staffing Audit and Review Guide*

Classes of Records

PSC-100
Audit

Description: Information on cyclical audits of staffing activities in departments and agencies that have been delegated staffing authority; special studies and project audits on specific aspects of the staffing system such as the Summer Student Employment Program, Canada Employment and Immigration Commission Recruitment and Referral Services Program and the Auditor General Audit and Review. *Topics:* Department; special; Staffing Audit and Review Committee; interdepartmental.

Appeals and Investigations Branch

The Branch establishes independent Boards to hear appeals by public servants against alleged breaches of the *Public Service Employment Act and Regulations*, including cases taken to the Federal Court of Canada. It also investigates complaints alleging discrimination, harassment, unfair administrative treatment on the job, questionable staffing activities and other complaints on personnel matters.

Manuals

- *Anti-discrimination Operational Procedures Manual*
- *Appeals Operational Procedures Manual*
- *Investigations Operational Procedures Manual*

PSC-110
Anti-discrimination

Description: Information on alleged discrimination in the Public Service on grounds of sex, race, national origin, colour, religion, age, marital status, physical disability, criminal records, security clearance, political preference and equitable application of regulations dealing with conditions of work. *Topics:* Cases; sex restrictions; special cases. *Retrievability:* Files arranged by individual or organization.

PSC-120
Appeals

Description: Information on appeals by public servants against alleged breaches of the *Public Service Employment Act and Regulations* in appointments or recommendations for demotion and releases; also Federal Court cases. *Retrievability:* Files arranged by by individual or organization.

PSC-130
Investigations

Description: Information on the investigation of complaints concerning the implementation of the *Public Service Employment Act*, except allegations of discrimination as defined in the Act. *Topics:* Cases; special investigations. *Retrievability:* Files arranged by individual or organization.

Staff Development Branch

The Branch provides executive, professional, managerial and supervisory training to public servants throughout Canada in response to departmental demand by providing individualized learning activities, standard courses or training events custom-designed to suit the specific job requirements of a particular department or group of departments. It is also responsible for the Northern Careers Program.

Manual

- *Staff Development Branch Policies and Procedures Manual*

Classes of Records

PSC-140
Executive and Senior Management Development

Description: Information on courses, seminars and workshops for senior executives, senior managers and officers, including course preparation, content and evaluation. *Topics:* Executive education; financial management; personnel management; senior management development.

PSC-150
Northern Careers Program

Description: Information on training of native people through career path counselling, on-the-job assignments and training workshops leading to permanent positions within the Program or other positions in federal departments in the North. *Topics:* Participant sponsorship; studies; surveys and reports.

PSC-160
Staff Development Operations

Description: Information on planning of Branch activities, marketing of products and services, course evaluations, registrations and counselling. *Topics:* Calendar of courses; course design and development; course registrations; counselling; marketing; quality assurance; studies; surveys and reports.

PSC-170
Staff Training Audit

Description: Information on staff training activity audits; studies and reports.

PSC-180
Supervisory, Occupational and Technical Training

Description: Information on supervisory, occupational and technical and development activities sponsored by departments and agencies; marketing of products and services; and consultative services. *Topics:* Advisory services; contract courses; courses; open learning system.

PSC-190
Training Certification Program

Description: Information on the Training Certification Program through department and agency trainers, including assistance, resources and research material.

Language Training Program Branch

The Branch provides basic language training to employees on the Commission's or clients premises; designs and conducts specialized and developmental courses for departments and agencies; and gives advice and assistance to clients in various areas of language training such as the development of teaching materials to meet specific needs, program evaluation, needs analysis, consultation, testing and orientation of language trainees.

Classes of Records

PSC-200
Language Training

Description: Information on program planning, implementation and evaluation; courses; advisory services, studies, surveys and reports. *Topics:* Advisory services; courses; policies and procedures; studies; surveys and reports; Language Training Management Committee.

Public Service Staff Relations Board

Background

The Public Service Staff Relations Board (PSSRB) was established in 1967 by the *Public Service Staff Relations Act* (now RSC 1970). The Board is designated as a department within the meaning and purpose of the *Financial Administration Act* (Order in Council 1967-635, April 4, 1967) and reports to Parliament through a Minister of the Crown other than a member of the Treasury Board as designated by the Governor in Council. At present the minister responsible is the President of the Privy Council.

Prior to October 1, 1975, arbitration and adjudication were separate institutions under the *Public Service Staff Relations Act*, drawing administrative and support services from the Board. Amendments to the Act effective October 1, 1975 placed these functions within the responsibility of the Board.

Overall Responsibilities

The Board is responsible for the administration of the *Public Service Staff Relations Act* which established a system of collective bargaining, a grievance process and an adjudication procedure for the federal Public Service (as defined in that Act). These responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes and generally the provision of an administrative structure within which the rights and responsibilities of the employers and employees in the federal Public Service may be exercised or enforced.

Organization

Pursuant to amendments to the *Public Service Staff Relations Act* which were proclaimed effective October 1, 1975, the Board is composed of "a Chairman, a Vice Chairman, not less than three Deputy Chairmen and such other full-time and part-time members as the Governor in Council considers necessary to discharge the responsibilities of the Board." With the 1975 amendments the Board became a public member board in which each member represents only the public interest. Previously, employee and employer interests were represented on the Board by equal numbers of part-time members and only the Chairman, Vice Chairman and the Deputy Chairmen were full-time members. All appointments are for periods not exceeding seven years, with the exception of the Chairman, Vice Chairman and Deputy Chairmen, whose appointments are for periods not exceeding ten years. Part-time members are appointed either for the purpose of adjudicating upon grievances which have been referred to adjudication or for chairing divisions of the Board which have been assigned responsibility for the issue of arbitration awards.

Access Procedures

All requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Public Service Staff Relations Board
P.O. Box 1525, Station B
140 O'Connor Street
Ottawa, Ontario
K1P 5V2
Telephone: (613) 996-6709

Secretary Registrar's Office

The Secretary Registrar is responsible for the development of an effective system for the processing of all proceedings coming before the Board under the provisions of the Act and its Regulations. This includes, in addition to an individual case registration and file system for each type of proceeding, the provision of support services for Board meetings and hearings throughout Canada such as hearing accommodations, clerical and secretarial assistance, recording and transcription facilities and arrangements for court reporters.

Manuals

- *PSSRB Glossary*
- Index to Adjudication cases
- PSSRB Reports (transmittals)
- Annual Reports
- *Procedures Manual* — provides instructions on the processing of a wide variety of proceedings before the Board

Note to Reader

Some of the following Classes of Records may contain personal information which only is accessible under the *Privacy Act*.

Classes of Records

PSSRB-10
Applications for Certification (Section 27)

Description: Applications for employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-20
Applications for Revocation of Certification (Section 41)

Description: Information on revokation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-30
Specification and Alteration of Process for Resolution of Disputes (Sections 36 and 38)

Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement between the bargaining agent and the employer by referral of the dispute to the Board for arbitration or to a conciliation board. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-40
Applications for Determination of Rights of Bargaining Agent (Section 47)

Description: Information on the determination by the Board, after the revocation of certification of a bargaining agent, as to rights an duties of that bargaining agent or those of the new bargaining agent. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-50
Applications for Declaration of Successor Rights (Section 48)

Description: Information on the declaration or determination by the Board as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-60
General Powers and Duties of the Board (Section 18)

Description: Information on the general powers and duties of the Board, including the issue of orders requiring compliance with the Act, Regulations or any decision on matters coming before the Board. *Topics:* Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-70
Requests for Review of Decisions (Section 15)

Description: Information on the review, rescission, amendment, alteration or variation by the Board of any of its decisions or orders. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-80
Applications for Determination of Status of Employees (Section 33)

Description: Determinations by the Board as to whether any employee or class of employees is or is not included in a bargaining unit. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-90
Complaints of Unfair Practices (Section 20)

Description: Information on complaints alleging unfair practices. *Topics:* Contravention of the Act or Regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-100
Presentation of Grievances and Referral to Adjudication (Sections 90 and 91)

Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment except where there is an administrative procedure for redress provided for under an Act of Parliament. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-110
Policy Grievances (Section 98)

Description: Information on determinations by the Board of references by employers or bargaining agents to enforce obligations alleged to arise out of collective agreements or arbitral awards. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-120
Objections to Managerial and Confidential Exclusions (Section 2)

Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-130
Designated Employees (Section 79)

Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary to the interest of the safety or security of the public. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-140
Requests for Arbitration (Section 63)

Description: Information on written requests for arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-150
Applications for Extension of Time to Implement Arbitral Awards (Section 74)

Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-160
Applications for Extension of Time to Implement Provisions of Collective Agreements (Section 56)

Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-170
Applications for Declaration of a Strike as Lawful or Unlawful (Section 103)

Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-180
Applications for Consent to Prosecute (Section 106)

Description: Applications for consent to prosecute in the courts for an alleged failure by any person to observe any prohibition contained in Sections 8, 9 or 10 or an offence under Section 104 of the Act. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-190
Applications for the Extension of Time

Description: Applications for the extension of time for the performance of an action, serving of a notice, filing of a document or initiation of proceedings when the prescribed time for each of these activities has expired. Storage Medium: Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-200
Approval of Grievance Form (Regulation 73)

Description: Approvals for employers' grievance forms to be made available to their employees. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-210
Applications to Determine a New Occupational Category (Section 2)

Description: Applications to determine an occupational category of employees other than those identified in Section 2 of the Act. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-220
Collective Agreements

Description: Copies of collective agreements between employers and bargaining agents setting out terms and conditions of employment affecting employees in bargaining units. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-230
Constitution and By-laws of Bargaining Agents

Description: Copies and revisions of constitutions and by-laws of employee organizations which are filed as part of the certification process. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by bargaining agent.

PSSRB-240
Questions of Law or Jurisdiction (Section 23)

Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the Arbitration Tribunal or adjudicator. *Note:* Section 23 of the Act has been repealed effective October 1, 1975 and this file series is now closed. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Office of Mediation Services

The Office assists the employers and bargaining agents in resolving their disputes when impasses occur in negotiating collective agreements. They also assist in the resolution of differences with respect to employees proposed as persons employed in a managerial or confidential capacity, and concerning employees proposed for designation in connection with the provisions of the Act relating to the safety or security of the public. In addition, they endeavour to settle complaints alleging violations of certain sections of the Act or Regulations.

Classes of Records

PSSRB-250
Requests for a Conciliator (Section 52)

Description: Written requests by employers or bargaining agents during the collective bargaining process for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-260
Appointment of a Mediator (Section 17)

Description: Information on the appointment by the Chairman of a mediator to attempt to resolve differences between the employer and a bargaining agent. *Topics:* Terms or conditions of employment under negotiation for a collective agreement; designation of employees under the safety or security provisions of the Act; proposed managerial or confidential exclusions; and complaints of certain unfair practices. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

PSSRB-270
Requests for the Establishment of a Conciliation Board (Section 77)

Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes where the bargaining agent for the bargaining unit concerned has specified referral to a conciliation board as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment for employees in the relevant bargaining unit, at the request of either party, by notice in writing to the Chairman. *Storage Medium:* Microfiche. *Retrievability:* Files arranged by case file.

Legal Services

This unit provides advice and recommendations on the statutory and regulatory powers of the Board, provides the Chairman and Board with legal opinions and advice on matters referred to them, keeps abreast of legal developments, particularly as they may affect labor legislation in general and the *Public Service Staff Relations Act* in particular. It also represents the Board before the Federal Court.

Manuals

- PSSR Reports
- *Index of Adjudication Decisions*
- Annual Reports

Class of Records

PSSRB-280
Cases Referred to the Federal Court of Appeal

Description: Rulings by the Federal Court of Appeal to uphold or set aside decisions of the Public Service Staff Relations Board under Section 18 and 28 of the *Federal Court Act*.

Pay Research Bureau

This Bureau is responsible for obtaining information on rates of pay, employee earnings, conditions of employment and related practices prevailing both inside and outside the Public Service to meet the needs of the parties to bargaining in the federal Public Service. It is also responsible to develop and maintain a data bank of up-to-date data and to conduct research studies to support the processes of collective bargaining in the Public Service of Canada. It also provides information on compensation and related matters in the federal Public Service to industry, provincial and municipal governments, bargaining agents and other organizations when to do so is in the public interest.

Classes of Records

PSSRB-290
Salaries and Wages

Description: Information on the salaries and wages of selected employee groups in Canada. *Topics:* Salaries and wages of Canadian professional, administrative, technical, administrative support and operational employees. *Storage Medium:* Computer. *Retrievability:* Files arranged by project.

PSSRB-300
Federal Public Service Collective Bargaining Information

Description: Collective bargaining information on federal public servants. *Topics:* Publications – collective agreement analysis; settlement summaries; arbitration, conciliation and adjudication decisions. *Storage Medium:* Computer. *Retrievability:* Files arranged by project.

PSSRB-310
Benefits and Working Conditions

Description: Information on the benefits and working conditions of employees in Canada. *Topics:* Employee benefits – management, professional, office and non-office employees; incidence, characteristics and costs of benefits. *Storage Medium:* Computer. *Retrievability:* Files arranged by project.

Administration Branch

This Branch is responsible for all personnel matters, including pay and benefits, financial services, including the preparation of estimates of expenditures, administrative services including maintenance of records and materiel, the library and translation services.

Restrictive Trade Practices Commission

Overall Responsibilities

The Restrictive Trade Practices Commission (RTPC) is one of the two entities established by the *Combines Investigation Act* to carry on the federal government's anti-combines work, the other being the Director of Investigation and Research. With the exception of certain functions under the *Shipping Conferences Exemption Act*, all the present functions of the Commission are specified in the *Combines Investigation Act*. As an administrative tribunal, the Commission's function is to appraise and report on statements of evidence related to inquiries which may be transmitted to it by the Director of Investigation and Research. Part IV.1 of the Act conferred a quasi-judicial function upon the Restrictive Trade Practices Commission and, for the purposes of that Part, made it a Court of Record.

Access Procedures

Formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Restrictive Trade Practices Commission
359 Kent Street, 3rd Floor
P.O. Box 336
Postal Station A
Ottawa, Ontario
K1N 8V3
Telephone: (613) 992-0274

Secretariat

The Commission acts as a fact-finding and reporting body, and as a Court of Record under the *Combines Investigation Act* (investigation of combines, monopolies, trusts and mergers). The Commission considers evidence submitted to it by the Director of Investigation and Research (see Bureau of Competition Policy, Consumer and Corporate Affairs Canada), and holds hearings where both sides present their arguments. The Commission then reviews and appraises the evidence and material submitted, recommends remedies, and reports to the Minister of Consumer and Corporate Affairs Canada. As a Court of Record, the Commission may issue orders of an appropriate nature.

Manual

- *RTPC Rules and Regulations* — describes practices and procedure in proceedings under Part IV.1

Classes of Records

RTPC-10
General Inquiries on All Products and Services (Section 47)

Description: Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

RTPC-20
Inquiries under Part IV.1 of the Act (Court of Record)

Description: Information on hearings before the Commission to consider evidence submitted by all parties. *Retrievability:* Files arranged by individual and company.

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown corporation. Its Head Office is in Vanier, Ontario; its three plants are located in Ottawa, Hull, P.Q. and Winnipeg.

Overall Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coin currency in Canada. It also competes in the international circulation and numismatic coin markets against other national or private mints to produce coins of countries other than Canada, and operates a refinery to melt, assay and refine gold, silver and other metals. Over the years, the Corporation has won a significant number of international contracts.

The Corporation's activities include the production of blanks, coins, medals, medallions, tokens and dies. It maintains a staff competent in the various minting processes, so that it can treat precious metals and produce any coin size, in most shapes and finishes, including proof, brilliant, uncirculated, or circulated. The Mint is known throughout the industry for its advanced technology and high standards of quality and has been commended by the numismatic community for its craftmanship and the quality of its commemorative and numismatic coins.

Organization

The Corporation operates in much the same way as a private company. The Principal Officer of the Mint is the Master (President and Chief Executive Officer); executive control is vested in the Board of Directors. The Master is also a member of the Board of Directors. The Royal Canadian Mint reports to the Government through the Minister of Supply and Services.

The Master is supported by three Vice Presidents for each of the three Divisions: Administration and Finance, Marketing and Manufacturing. The Marketing Division comprises four units: International Marketing, Gold Maple Leaf, Advertising and Public Relations, and Numismatic Products. The Manufacturing Division also consists of four units: Engineering, Engraving and the plants in Ottawa and Winnipeg. The two plants also operate Technical Services, Quality Assurance, and Production sections; in addition, the Ottawa plant operates the Material Management section and the Refinery.

General Information

Any current information on the Royal Canadian Mint can be obtained by contacting:

Advertising and Public Relations Section
Royal Canadian Mint
355 River Road, 5th Floor
Vanier Towers, Tower B
Vanier, Ontario
K2A 0G8
Telephone: (613) 993-0310 or 993-0778

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Personnel and Industrial Relations Section
Royal Canadian Mint
355 River Road, 6th Floor
Vanier Towers, Tower B
Vanier, Ontario
K1A 0G8
Telephone: (613) 993-1249

Marketing Division

This Division is responsible for planning, organizing and directing sales of Mint products and services in both domestic and foreign markets. It develops sales strategies and marketing activities, prepares sales forecasts and is responsible for obtaining the necessary contracts to keep the Manufacturing Division working at full capacity.

Manuals

- *Corporate Policies Manual* — gives commercial policies and guidelines on procedures covering agreements with sales agents, and preparation of quotations for production contracts
- *Detailed Product Specifications* — provides specifications on each product

International Marketing

Classes of Records

RCM-10
Marketing Operations and Procedures

Description: Information on the promotion of sales of Mint products and the manufacture of coins on contract. *Topics:* Commemorative and domestic coins; special coin program; medals and medallions; other devices – tokens, jewellery, trade dollars plans, reports and stuides. *Retrievability:* Contract files are filed by country, city or event.

RCM-20
Marketing Research and Development

Description: Research reports on experiments and tests concerning the development of new mint products for marketing purposes. *Topics:* Alternative coinage material (aluminum, copper, nickel, zinc); metric coinage; vending machines – telephone companies, transit commissions; reports and studies.

Gold Maple Leaf

This unit plans, organizes, directs and controls the marketing activities of the Gold Maple Leaf coin both nationally and internationally.

Manual

- Ontario Mineral Policy Background Paper No.12 (General Viewing)

Class of Records

RCM-30
Gold Maple Leaf Gold Bullion Coin

Description: Information on the manufacture of the Gold Maple Leaf Coin and the promotion of this special program. *Topics:* Advertising; marketing; production; retailing; sales.

Advertising and Public Relations

This unit plans, organizes and directs the Mint's information program. It informs the public on policies and programs of the Mint; supervises press relations nationally and internationally; and carries out all Mint advertising and dealer tag programs.

Class of Records

RCM-40
Public Relations, Advertising and Publicity

Description: Information on the administration of public affairs and relations, advertising and publicity – national and international; research data on countries, cities and events for public relations activities. *Topics:* Advertising agencies; brochures; exhibits; fairs; films and slides; photographs; portable display; post cards; press conferences; press releases.

Numismatic Products

This unit plans, organizes and directs all Canadian and foreign numismatic programs and sales by developing short, medium and long-range sales objectives. It develops and recommends marketing policies for Mint products, meets clients from the private and public sectors, assists in the international and national promotion of numismatic programs, and prepares quotations for the manufacture of coins for foreign countries.

RCM-50
Collector's Items

Description: Information on the marketing of numismatic products, product sales and transactions between the Mint and its distributing agents and dealers. *Topics:* Canadian and foreign distributing agents and dealers; contract cost comparison; requirement forecasts; sales records. *Storage Medium:* EDP. *Retrievability:* Contract files arranged by country, city or event.

Manufacturing Division

This Division produces Canadian circulation coinage and Canadian Numismatic coins for sale to collectors. Foreign circulation and numismatic coins are also produced, as well as medals and trade dollars under a competitive bidding process. In addition, the Ottawa plant operates the Refinery which refines precious metal for mines, jewellers, banks and other institutions, both Canadian and foreign.

Manuals

- *Detailed Product Specifications* — provides specifications on each product
- *Mint Office Procedures* — security procedures for handling of refinery deposits
- *Hull Vault Operating Procedures* — security procedures for operation of the vault at the Hull plant
- *Press Set-up and Operation Manuals* — operating instructions for HME and Schuler coining presses
- *Foundry Operating Procedures* — provides methods for producing bars in the melting facility (Ottawa plant)
- *Annealing Procedures* — provides methods for annealing various metals

Classes of Records

RCM-60
Minting Operations

Description: Information on minting operations. *Topics:* Patent rights and licenses; infringements and permission to use copyright material; counterfeit coins; copyright; defacement of coins; coin facsimiles; reports and statistics; surveys and studies.

RCM-70
Production

Description: Information on production activities in the manufacture of coins, medals and other devices – tokens, jewellery, trade dollars. *Topics:* Annealing; blanking; coining implements; heat treatments; materials and products; special programs.

RCM-80
Coins

Description: Information on the cutting and weighing of blanks, striking and processing of coins, medals and numismatic products. *Topics:* Blanks; coins – circulated, domestic, foreign and commemorative; worn and mutilated coins. *Retrievability:* Contract files arranged by country, city or event.

RCM-90
Medals, Medallions and Other Devices

Description: Information on cutting, striking and processing of medals, medallions, other devices (tokens, jewellery, trade dollars) and blanks to the required diameter and weight for domestic and foreign clients.

RCM-100
Metals and Alloys

Description: Information on the use of metals, precious metals and alloys in Mint production.

Engineering Services

This unit is responsible for designing the toolings required in manufacturing and preparing quotations and product specifications. It also carries on capital budget engineering projects, process and product development and R&D.

Manuals

- *Quotation Specifications* — provides details to quote on domestic and foreign contracts
- *Detailed Product Specifications* — provides specifications for all coins and medals
- *Supplier Specifications* — provides detailed specifications and guidelines for acceptance of purchased metal strips and blanks

Class of Records

RCM-110
Technical Engineering

Description: Information on the design, construction and maintenance of mechines and tooling implements; also the manufacture of dies, collars and tooling, and methods and procedures for their processing. *Topics:* Collars; contracts; dies; equipment; preventive maintenance; tooling implements. *Retrievability:* Contract files arranged by country, city or event.

Engraving

This section produces designs, models, a variety of casts, reductions for punch production, and related photographic and display work. Models of effigies, coats of arms and other designs are rendered in plasticine from the original drawings. Punches and dies have to be engraved with the utmost care for precision and detail to ensure the artistic quality of the final product.

Manuals

- Operating instructions for various reducing machines — provide instructions for ratio extraction

Class of Records

RCM-120
Design Engraving

Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals etc. *Topics:* Badges; coins; dies; drawings; equipment; medals; metrication; symbols.

National Capital Region and Winnipeg Plants

Technical Services

This section is responsible for all the maintenance, repairs and installation of new and existing equipment for the manufacture of both circulation and numismatic coins, as well as all process and building-related services. It is also responsible for the manufacture of coining dies, collars and related tooling.

Manuals

- Equipment Manuals — provide maintenance, trouble-shooting and repair instructions
- Process Manuals — provide methods and operation procedures
- Company Policy Manuals — provide scope of responsibilities as well as operating procedure

Class of Records

RCM-130
Technical Services Methods

Description: Information on the use of various specific crafts and trades for the production of coins, methods and procedures in the tests of precious metals (assays) and inscriptions or ornamentation of designs for the production of mint products. *Topics:* Crafts; coins; coining implements; dies; materials; metals implements; trades.

Quality Assurance and Assay

This section schedules, organizes and directs safe and efficient operations; ensures that all incoming materials meet standards and specifications; directs ongoing inspection of all work-in-process and finished goods; and develops and comments on manufacturing specifications.

Class of Records

RCM-140
Quality Assurance and Assay Testing

Description: Information of the quality assessments of coining implements, materials and products through analysis and tests to assure quality of metals, dies, packaging and overall production of mint products. *Topics:* Assays; blanks; coins; engraving; medals and medallions; metals and metal alloys; numismatic products; other devices - tokens, jewellery, trade dollars; packaging; tooling; and dies.

Production

The manufacturing plant produces circulation coinage, medals and blanks for domestic and foreign markets. The production facilities include a foundry, strip rolling mills, blank cutting and rimming equipment, annealing furnaces, washing equipment, coin presses and the necessary auxiliary equipment.

Manuals

- *Operator's Instructions and Procedures Manual*
  - Foundry Procedures — provides process procedures for melting and casting metals and alloys
  - Rolling Procedures — provides rolling schedules for strip
  - Annealing and Washing — provides process and procedures for annealing and cleaning coin blanks
  - Press Room — provides proceedings for set-up and operation of coinage presses

Class of Records

RCM-150
Production Materials and Products

Description: Information on the production activities in the manufacturing of coins, medals, other devices (tokens, jewellery, trade dollars) and special programs. *Topics:* Annealing; blanking; coining implements; equipment; heat treatments; materials and products.

Ottawa Plant

Material Management

This section has responsibilities in four main areas:

- receiving, weighing and recording, including shipments of rough gold from mines, jewellers, manufacturers and prospectors; calculating, on the basis of the assay result, the amount of fine gold and silver in these shipments and recording data; and co-ordinating gold transactions and the shipment of fine product;
- receiving, weighing and recording shipments of precious metal blanks, and controlling the quantities processed coins and inventories of coins;
- receiving orders, preparing, assembling, packaging and shipping products; and
- receiving, weighing and recording shipments of raw materials and packaging material, and maintaining and controlling inventories.

Manuals

- Mint Office — gold receiving books, gold storage books and procedures of operation
- Hull Office — receiving ledger, general ledger (material received, processed and issued), gold bullion weighing data, gold bullion shipment procedures and general procedures of operation

Class of Records

RCM-160
Material Management Procurement

Description: Information on the procurement and supply operations of precious metals, packaging requirements, shipping and transportation of mint products and the overall administration of transactions between the Mint and clients. *Topics:* Gold; jewellers; mines; packaging; transportation; suppliers; sweeps of residue and dust accumulated in furnace and refinery area.

Refinery

The Refinery refines gold and silver-bearing materials for customers and for the Royal Canadian Mint. The precious metals are returned to customers in the form of bars or granules.

Manuals

- *Receiving Manual* — provides data on materials received
- *Shipping Manual* — provides data on refined materials

Class of Records

RCM-170
Refinery

Description: Information on the operations performed in the refining of metals, methods and procedures employed in the melting of metals, gold and silver shipments from clients – jewellers, mines, etc. – for refining. *Topics:* Gold; mines; silver; suppliers; sweeps of residue and dust accumulated in furnace and refinery area.

St. Lawrence Seaway Authority

Background

The St. Lawrence Seaway Authority (SLSA) was established in 1951 by the *St. Lawrence Seaway Authority Act*, and is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*.

Overall Responsibilities

The Authority was incorporated for the purposes of:

- acquisition of lands for and the construction, maintenance and operation of all such works as may be necessary to provide and maintain, alone or in conjunction with an appropriate authority in the United States, a deep waterway between the Port of Montreal and Lake Erie;
- construction, maintenance and operation of all such works as the Governor in Council may deem necessary to fulfill any obligation undertaken pursuant to any present or future agreement;
- acquisition of lands for and construction, maintenance and operation, alone or in conjunction with an appropriate authority in the United States, of bridges connecting Canada with the United States as authorized by the Act, and acquisition, with the approval of the Governor in Council, of shares or property of any bridge company, as well as operation and management of these bridges; and
- acquisition of lands for and construction or acquisition, maintenance and operation of such works or other property as the Governor in Council may deem necessary for works undertaken pursuant to the Act.

The objectives of the St. Lawrence Seaway Authority support the basic objective of the Canadian Marine Transportation Administration to provide safe and efficient facilities and services for waterborne commerce and marine operations and include:

- provision, operation and maintenance of an efficient deep waterway assuring through navigation to the head of the lakes;
- recovery of the costs required to operate this waterway;
- development and enforcement of regulations and standards to ensure safe and efficient movement of marine traffic, proper supervision and control of vessel operations and protection of the environment; and
- assessment, on a continuous basis, of the need for improvements to the Seaway system.

The Act confers various powers on the Authority, including the power to borrow money and produce revenue by levying tolls for the use of the deep waterway.

In 1976, the financial structure of the St. Lawrence Seaway Authority was revised. In 1978, under the terms of a joint agreement with the U.S. Saint Lawrence Seaway Development Corporation, a new tariff of tolls was implemented with increases being phased in over three years. These actions were designed to put the Authority on a self-supporting basis, although since 1980, it has been necessary to negotiate further toll increases with the United States to maintain the self-sufficiency required by Cabinet.

The Authority has operating responsibility for thirteen (13) locks in two canal sections. It also operates numerous tunnels, bridges and ancillary structures. For operational and management purposes, the deep waterway is divided into two sections. The Montreal-Lake Ontario section includes seven locks and raises marine traffic a total of 68 meters. Five of the locks are located in Canada while two are in the United States. The latter are operated and maintained by The Saint Lawrence Seaway Development Corporation.

The Welland Canal section includes eight locks between Lake Ontario and Lake Erie, three of which are twinned; it raises marine traffic a total of 99 meters. This section was transferred from the Department of Transport to the Authority in 1959 and deemed to be part of the deep waterway system. Since 1959, the Authority has deepened the canal, constructed tunnels under it, built a new by-pass channel around the City of Welland and made many other improvements designed to increase the efficiency of the system.

Organization

The three members of the Authority as well as its Legal, Economics services and Operational Planning group are located in Ottawa. Central services, located in Cornwall, Ontario include Operational Services, Personnel Administration, Finance and Administrative Services. The headquarters of the Eastern Section, which extends from Montreal to Lake Ontario, is in St. Lambert, P.Q. The Engineering Services Branch is also located there. The Western Section, which operates the Canadian-owned Welland Canal, is in St. Catherines, Ontario.

The *St. Lawrence Seaway Authority Act* was amended in 1956 to give the Authority the power to incorporate subsidiaries. There are now four: the Seaway International Bridge Corporation Ltd., the Great Lakes Pilotage Authority, the Jacques Cartier and Champlain Bridges Inc. and the Thousand Islands Bridge Authority.

The Seaway International Bridge Corporation Ltd., successor to the Cornwall International Bridge Company Ltd., was incorporated and Letters Patent were granted on November 13, 1962 under the *Companies Act*. This Crown corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*.

The company, whose Head Office is located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners — the St. Lawrence Seaway Authority of Canada and the U.S. Saint Lawrence Seaway Development Corporation.

The Great Lakes Pilotage Authority was created under the *Pilotage Act*. The objectives of this Authority are to establish, operate, maintain and administer a pilotage service in the Province of Quebec, south of the northern entrance to St. Lambert Lock and all Canadian waters in and around the Provinces of Ontario and Manitoba.

Cornwall, Ontario is the location of the Pilotage Authority's Head Office as well as the location of its Eastern Region Office. St. Catherines, Ontario is the location of its Western Region Office.

Jacques Cartier and Champlain Bridges Inc. was incorporated (Schedule D) under the *Canada Business Corporations Act* on November 3, 1978 as a result of a Cabinet decision to transfer, as of December 1, 1978, the management of two bridges in the Montreal area from the National Harbours Board (now Ports Canada) to the St. Lawrence Seaway Authority. The Corporation, whose Head Office is located in Longueil, P.Q., has the responsibility for the operation and maintenance of the Jacques Cartier and Champlain Bridges and the federally-owned section of the Bonaventure Autoroute.

By virtue of P.C. 1976-2407 of September 28, 1976, the St. Lawrence Seaway has been entrusted with the maintenance and operation of the Canadian span, including all appurtenant structures and property located in Canada, of the Thousand Island Bridge over the St. Lawrence River between Landsdowne, Ontario and Collins Landing, New York.

By the term of an agreement dated March 1, 1977 between the St. Lawrence Seaway Authority and the Thousand Islands Bridge Authority, the latter operates as an agent of the Seaway Authority for that portion of the Thousand Islands Bridge which lies in Canada and is under control of the St. Lawrence Seaway Authority.

Access Procedures

All formal access requests to both the St. Lawrence Seaway Authority and the Seaway International Bridge Corporation Ltd. under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
St. Lawrence Seaway Authority
Place de Ville
Tower A
320 Queen Street
Ottawa, Ontario
K1R 5A3
Telephone: (613) 932-5170

Economics Section

This Section was established in 1966 to reduce the Authority's reliance on other federal government agencies or outside consulting firms in the economics, market analysis and traffic forecasting fields related to the Seaway System.

The present work program of the Economics Section is outlined below.

- Data Collection — identification and collection statistical data and information related to the Seaway Economic Program.
- Database — development, maintenance and update of a database to store, review and analyze data related to the Seaway Economic Program.
- Computer Models — development, operation and maintenance of computer models for the various activities of the Economic Program.
- Economic Market Analysis — performance of macro-economic and regional market analysis to determine commodity flows along the Seaway.
- Traffic Forecasting — preparation and update of short and long-range traffic forecasts for commodities moving through the Seaway. These forecasts are used for the estimation of the Seaway revenues and system capacity.
- Tolls and Sensitivity Analyses — monthly and annual toll revenue estimates. These include determination of optimum toll increases to satisfy revenue needs, annually; assessment and monitoring of the impact of annual toll increases on traffic and periodic assessment of the sensitivity of traffic to changes in factors other than tolls.
- Other Economic Studies — assessments of the regional impacts of the Seaway. These include benefit-cost analyses, feasibility studies and the evaluation of reports and proposals related to the Economic Program of the Seaway.
- Other Activities — co-ordination of economic activities within the Seaway with related activities outside the organization. These include replies to outside requests for data and information on subjects pertaining to the economic activities of the Seaway.

Operational Planning Division

This Division monitors system performance to detect trends and monitors capacity policy factors. It participates in the development of capacity demand policies, and the generation and evaluation of proposals related to the capacity demand balance through the use of simulation models. The Division also participates in the design and implementation of new operational programs related to capacity and monitors developments in operations research management science.

Manuals

- *Programming Standards Manual* — contains procedures for programmers
- Hewlett-Packard 9845 Desktop Computer Manuals — describe operating procedures
- *Welland Canal Simulation Model Manual* — outlines operating procedures
- Eastern Region and Eastern Region Traffic Control Manuals — contains ship control procedures
- *Western Region and Eastern Region Operations Manual* — describes structures operations

Planning and Development Division

This Division is responsible for the continued planning of conventional improvements to the Seaway system for major studies on hybrid incremental twinning proposals for the Welland Canal and the associated engineering analyses, feasibility studies, and cost-benefit studies related to these programmes. The group is also responsible for liaison with the Canadian Coast Guard and the U.S. Saint Lawrence Seaway Development Corporation and co-ordinating studies under their control such as one on season extension and studies on precise navigation systems. The Division provides an interface with the Canadian Marine Transportation Administration Research and Development Group and performs the emergency planning tasks required by Transport Canada within the umbrella of NATO.

Class of Records

SLSA-10
Security

Description: Information on the physical security of Authority buildings, installations or facilities; also correspondence related to special policy, passes (visitors and servicing), liaison with Emergency Planning Canada, to provide assistance in emergency conditions and civil defence planning actions. *Topics:* Passes; Seaway structures and premises; Emergency Planning Canada.

Operational Services Division

This Division administers programs related to Seaway regulations, enforces vessel requirements, vessel speed, operating procedures, operating system development and operational staffing requirements, monitors system operation, hydraulic and climatic conditions, provides support to the Authority and Regions in operational matters, and provides liaison with users and other marine entities both in Canada and the U.S.

Manuals

- *Seaway Handbook* — contains regulations and information
- Operating Manuals — provide detailed operating procedures for structure and traffic control operation
- Operations Memoranda — provide general operational policies
- Project Descriptions — provide general outline for special jobs or projects

Classes of Records

SLSA-20
Navigation

Description: Information on all aspects of navigation within the Seaway, including navigation rules and regulations, studies on shipping season extension, acceptable ship equipment for Seaway transit, traffic control, enforcement of ship speed restrictions, study of ice and its formation within the Seaway, performance analysis of the structures forming the Seaway and ship files. *Topics:* Navigation rules and regulations; navigation channel; aids to navigation; shipping associations; vessel dimensions; traffic control signal lights and warning signs; traffic control; equipment for vessels; vessel speed; operation procedures; water pollution; channel maintenance; navigation season; pilotage; Canadian and U.S. navigation season extension studies; meteorological data; ice studies; marine shunter programme; navigation research and development; operational data analysis; Welland Traffic Control Improvement Program; individual ship files containing information on the physical characteristics of the ship, dimensions, plans and drawings; inspection, incident, occurrence and accident reports. *Retrievability:* Ship Files - one group arranged by preclearance number, another by ship.

SLSA-30
Hydraulics

Description: Information on the gauging of water levels at points along the Seaway; measurement of water flow; water and air temperatures. *Topics:* General hydraulics; water levels (gauging); discharges; diversions; metering; regulation of levels and discharges; backwater data; water and air temperatures; studies and testing.

Tolls and Statistics Section

The Section compiles data on movement of vessels within the Seaway, receives information on these movements from Agents who have assumed responsibility for the payment of tolls and subsequently assesses tolls and issues a Tolls Invoice. As an offshoot of this billing procedure, statistics are gathered concerning vessel movements and the cargo carried by them.

Manuals

- *Seaway Handbook* — includes Tariff of Tolls
- *Commodity, Port and Country Code Book* — lists all numerical codes for ports, countries of registry and commodities
- *Agent Code Manual* — contains listing and numerical codes for all vessel agents
- *Tolls and Statistics Users Manual* — contains all operations of the EDP system as it applies to Tolls and Statistics

SLSA-40
Traffic

Description: Information on the establishment or revision of tolls; assessment and collection of tolls; fees for side and top wharfage and heavy lifts; classification or reclassification of cargoes for tolls; preclearance arrangements; analysis of traffic and cargoes; compilation of reports and statistics on tolls; studies of potential traffic within the Great Lakes system. *Topics:* Tolls; vessel movements; commodity, cargo and shipping statistics; toll revision; shipping company files; economic studies; charges and tariffs.

SLSA-50
Transit Declaration Forms (Cargo and Passenger)

Description: This form is used in assessing toll charges and bears such details as date of entry, vessel name, port of origin, port of destination, seaway number, containers, grains carried, number of passengers, type of cargo (bulk or general), locks transited, tolls assessed. Where cargo is carried to or from an overseas port, a copy of the cargo manifest accompanies the Transit Declaration Form. *Storage Medium:* EDP format for toll assessment, traffic statistics, etc. *Retrievability:* Records arranged by vessel number. *Note:* Records are held by the Tolls and Statistics Section.

Accounts Receivable Section

This Section is responsible for pre-clearance of all vessels using the Seaway facilities and the recovery of all toll accounts owed to the Authority.

Manuals

- *Seaway Handbook* — includes Tariff of Tolls
- *Lloyd's Register of Ships* — contains all data on the physical characteristics of ships such as length, width, etc.
- *Accounts Receivable User's Manual* — contains all operations of the EDP System as it applies to Accounts Receivable

SLSA-60
Traffic Accounts Receivable Invoices

Description: Receipted invoices showing the amounts owed and paid to the Authority. *Retrievability:* One copy arranged alphabetically by shipping representative name and one copy arranged by invoice number.

SLSA-70
Traffic Pre-clearance Forms

Description: These forms are applications for Vessel Pre-clearance, completed by vessel representatives, giving particulars of the ownership, liability insurance and physical characteristics of the vessel, and guaranteeing payment of the tolls and charges that may be incurred by the vessel. As part of the pre-clearance process, cash, bank letters of guarantee, Government of Canada Bonds or U.S. Treasury Bonds may be submitted as security. *Retrievability:* Pre-clearance forms are filed by ship number; bank letters of guarantee are filed alphabetically by agent name. *Note:* Pre-clearance forms and bank letters of guarantee are held by the Accounts Receivable Section; bonds are held by the Securities Division of Supply and Services Canada in Ottawa.

Operations Division, Eastern Region

This Division administers the movements of vessels in the St. Lawrence River from Montreal to Lake Ontario through the operation of a Vessel Traffic Control Centre and several structures, locks and bridges. As well, this Division ensures that vessel transits are safe, efficient and expedient in accordance with Seaway regulations, policies and programs, Regional operating procedures and applicable federal statutes.

Manuals

- *Seaway Regulations* — lists rules governing vessel transits
- *Operations Manual* — contains instructions and procedures for the operation of structures
- *Traffic Control Manual* — describes instructions and procedures on vessel traffic control
- *Regional Instructions* — lists regional administrative procedures and instructions
- *Clerk's Manual* — describes procedures and instructions for operations and communications clerks

SLSA-80
Telecommunications

Description: Information on the operation, maintenance and study of communications equipment in use within the Seaway. *Topics:* Radiotelephone; teletype and telex; telegraph; telephone services; public address; inter-office; alarm systems; television; radar; outages and trouble reports; tape recordings; telescript; facsimile; conferences; government telecommunications agency; Transport Canada reports and bulletins.

SLSA-90
Operations Source Documents, Eastern Region

Description: Information on vessel movements and structure operation details. *Topics:* Lock log; bridge record; dock tabs; daily call-in sheets. *Retrievability:* Files arranged by form title, then by Region and structure (call-in sheets arranged by form title, then Region and traffic sector).

SLSA-100
Traffic Control Centre Tape Recordings, Eastern and Western Region

Description: Tape recordings of radio telephone or landline telephone transmissions for the Eastern and Western Region Traffic Control Centres. *Storage Medium:* Magnetic tape. *Retrievability:* Tapes arranged chronologically. *Note:* Tapes are erased and reused after a 30-day period unless there are situations to retain a specific tape or tapes longer.

Engineering and Maintenance Division, Eastern Region

This Division is responsible for making the regional structures available so as to allow the most efficient, continuous movement of vessel traffic. It also establishes systems to provide regular preventive maintenance.

Manuals

- *Maintenance Procedures*
- *Operating Procedures*
- *Contingency Plans for Shipping Emergencies*
- *Drafting Procedures*
- *Mechanical Maintenance Procedures*
- *Lubrication Procedures*

SLSA-110
Electric Plants

Description: Information on electric plants and equipment, and the distribution of electrical energy. *Topics:* Motors and generators; substations; control boards; transmission lines; cables and wires; powerhouses; lighting; power supply; heaters; component parts.

Engineering Services Branch

The primary function of the Branch is to ensure the integrity and reliability of all lock and canal installations to permit efficient and continuous operation of the Seaway through a highly trained multidiscipline staff to deal with the civil, mechanical and electrical engineering requirements in design, maintenance and repair; prepare construction contract specifications for structures and facilities of the Eastern and Western Regions and all Branches of the Authority; and offer engineering services to the Jacques Cartier and Champlain Bridges Inc., the Thousand Islands Bridge Authority, federal and provincial government departments, standards associations and outside consultants.

Manuals

- Standards Manuals and Specifications (Canadian Standards Association, American Society for Testing and Materials, Canadian Institute of Steel Construction) — specify design criteria and procedures for civil, mechanical, electrical and structural installations
- *Engineering Services Branch Co-ordinators* — outlines procedures and practices to be followed by project co-ordinators
- *Engineering Services Branch Drafting Manual* — outlines procedures and practices to be followed by draftspersons

SLSA-120
Remedial Works and Public Services

Description: Information on alteration, removal or relocation of services or utilities resulting from major construction projects undertaken by the Authority. *Topics:* Highways and roads; railways; communication lines; power lines; modification and relocation of transmission lines; sewage and drainage; water supply and intake; pumping stations; gas mains; cemeteries.

SLSA-130
Bridges

Description: Information on the design, construction, alteration, improvement, repair, maintenance, demolition and removal of bridges and tunnels; also the maintenance and repair of equipment associated with these structures. *Topics:* St. Lambert Lower Bridge; Cote St. Catherine Bridge; Caughnawaga Lower and Upper Bridges; Upper Beauharnois Bridge; St. Louis Bridge; Valleyfield Bridge; Iroquois Bridge; bridges not owned by the Seaway Authority; tunnels; St. Lambert Upper Bridge; Welland Canal bridges. Each file on an Authority-owned bridge is divided into the following standard subjects: construction alterations; maintenance and repairs; bridge ropes; standby power equipment; electrical equipment; operating machinery and mechanical equipment; live roads; rail breaks; highway traffic control and equipment; decking (new and repairs); inspection; painting; abandonment; removal and disposal.

SLSA-140
Locks

Description: Information on the design, construction, alteration, improvement, repair and maintenance of locks, lock regulating works, and approach and tie-up walls; also maintenance and repair of equipment associated with these structures and studies and tests on filling and emptying of locks or the effect of flows from regulating works on shipping or lock components. *Topics:* St. Lawrence Seaway Development Corporation locks; St. Lambert Lock; Cote St. Catherine Lock; Lower Beauharnois Lock; Upper Beauharnois Lock; Iroquois Lock; Welland Canal locks. Each file on an Authority-owned lock is divided into the following standard subjects: construction and alterations; maintenance and repairs; gates; gate machinery; gate ropes; gate painting; gate anchorages; unwatering gates; ship arrestors; machinery; capstans and linehaulers; sills (metre and sector); valves and valve machinery regulating works and equipment; lock ladders; stop logs and stop log handling equipment; approach and tie-up walls; electrical equipment; controls and control systems; lock and wall fendering; filling culverts and ports; de-icing and ice prevention.

SLSA-150
Planning and Development by Other Agencies

Description: Information on engineering advice, assistance or contract administration services provided by the Authority to federal and provincial government departments. *Topics:* Zoning; ports and anchorages; recreation areas; historical sites.

SLSA-160
Canals

Description: Information on dredging, maintenance and repair of canals and associated structures and facilities; also the study of or proposals for new canals or channels. *Topics:* Welland Canal; Cornwall Canal; Beauharnois Canal; South Shore Canal; canals not Authority-owned; Iroquois Canal; Galop Canal. Each file on an

Authority-owned canal is divided into the following subjects: construction and alterations; maintenance and repairs; breakwaters and protection works; culverts; syphons and drains; regulating works and equipment (dams and weirs); emergency dams and guard gates; gate yards; banks and dikes (raches); repair basin and dry dock; bollards; dolphins and mooring posts; pile clusters and fender booms; retaining walls and piers; obstructions (stones, logs, etc.); fencing; winter work programme; unwatering; causeway; painting of canal structures; windbreaks; dredging; pondage areas; wharf and dock facilities; shipping capacity and traffic studies; dimensions and draught; excavation; abandonment and closing.

SLSA-170
Hydraulic Models

Description: Information on models which are built to study the effect of projects and to determine ideal design for construction purposes. *Topics:* Hydraulic river models; lock models.

SLSA-180
Construction Features

Description: Information on certain construction projects which were required at the time of the construction of the Seaway. *Topics:* Dams – dikes, banks, retaining walls; weirs.

SLSA-190
Power Development

Description: Information on the development and construction of facilities to generate electrical energy and related correspondence. *Topics:* International Rapids section; channel improvements; Iroquois Dam; Long Sault Dam; Barnhart Powerhouse; rehabilitation; Lachine; Hydro Quebec's "Projet Archipel"; Beauharnois; Carillon; Ontario Hydro Eastern Ontario study.

SLSA-200
Soil Mechanics and Foundation Engineering

Description: Information on all aspects of the engineering analysis, testing and study of soil and its properties. *Topics:* Technical information; equipment inquiries, maintenance and specifications; site exploration, sampling and field measurements; foundation and embankment instrumentation and field measurements, engineering properties of soils and laboratory testing; construction control, excavations and embankments, water and climatic information, foundation and earth pressure problems, engineering geology, soil-cement and soil stabilization.

SLSA-210
Concrete Control

Description: Information on all aspects of the engineering analysis, testing and study of concrete and its properties. *Topics:* Concrete sampling and testing; material sampling and testing; equipment; concrete specifications; inspection.

SLSA-220
Plan Records

Description: Information on construction and as-built details of buildings, lock and canal installations and facilities. *Storage Medium:* Microfilm.

Operations Division, Western Region

The Division has the responsibility for the efficient manning of the Vessel Traffic Control Centre and other operating structures to ensure a safe, efficient and expedient movement of vessel traffic in accordance with Authority policy, programs, procedures, approved budgets and applicable federal statutes. The Division is also involved in liaison with the shipping trade, U.S. and Canadian government agencies involved in the operation of the Seaway.

Manuals

- *Traffic Control* — provides operating procedures for traffic control operations
- *Operations* — provides operating procedures for structures operations
- *Accident Incident and Violation Reporting Procedures* — provides instructions for the reporting of accidents, etc., occurring within Authority jurisdiction

Engineering and Maintenance Division, Western Region

The Division is responsible for the continuous availability and reliable operation of all structures and way facilities of the Western Region of the St. Lawrence Seaway Authority to ensure safe and expedient movement of vessel traffic in accordance with Authority policy, programmes and service objectives. This is achieved by establishing both basic short and long-term objectives for the Division encompassing the essential maintenance, rehabilitation and improvement projects to be carried out. Manuals

- *Contracts Manual — Ministry of Transportation and Communications (Ontario)*
- *Engineering and Design Standards*
- *Canadian Standards Association, Standards*
- *Canada Building Code*
- *Canada Labour Code*
- *Canada Electrical Code*
- *SLSA Regional Marine Contingency Plan*
- *Canadian Coast Guard Marine Contingency Plan, Central Region*
- *Standby Manual*
- *Electrical Preventive Maintenance Manual*
- *Mechanical Preventive Maintenance Manual*
- *Rigging Handbook*
- *The Welland Ship Canal* — Collection of articles from *Engineering* on the construction of the fourth Welland Canal
- *Operations Manual*
- *User's Manual, Maintenance Management Information System*

Welland Canal Twinning Project Contractors' Association Office (now defunct)

The Association was formed to ensure a stable labour environment in the trades working on the Welland Canal By-pass Project between 1964 and 1974. *Note:* The office was abolished in 1974 (approximately). However, the records created at that time are still available.

Manual

- *Contractors' Association General, Labour Relations* — collective agreements in force at that time

SLSA-230
Contractors' Association

Description: Information on the review and negotiation of labour agreements and the application of Labour Standards. *Topics:* Industrial relations; labour relations; collective agreement; Welland Canal Construction Council; meetings; public relations; legislation; Central Employment Bureau; associations; labour conditions; construction associations; contractors; contracts.

Seaway International Bridge Corporation Ltd.

This Corporation is charged with the operation and management of the International Toll Bridge system between Cornwall, Ontario and Rooseveltown, New York. It is responsible for the efficient and safe operation and maintenance of two bridge spans and roadways to permit continuous passage of traffic.

SLSA-240
Seaway International Bridge Corporation Ltd.

Description: Information on the Seaway International Bridge Corporation Ltd., the Roosevelt Bridge, the South Channel Bridge, and the North Channel Bridge. *Topics:* Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges-construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders, directors and management committee meetings.

Science Council of Canada

Background

The Science Council of Canada was created by the Federal Government in 1966 to provide independent advice on science and technology policy for this country. Its duties are set out in the *Science Council of Canada Act* and were enlarged by amendments made in 1978.

Overall Responsibilities

The Council's responsibilities are to assess the scientific and technological resources, requirements and potential of Canada, to make appropriate recommendations to the Minister of State for Science and Technology, and to seek to increase public awareness of scientific and technological policy issues in Canada. It reports to Parliament through the Minister of State for Science and Technology. Although the Minister may refer specific matters to the Council for its consideration and advice, it operates largely at an "arm's length" from the machinery of government. In particular, the Council designs its own program for the execution of its mandate and is free to publish its findings and any reports prepared for its use.

Organization

Council consists of a Chairman, a Vice Chairman and up to twenty-eight members who have a specialized interest in science or technology. Appointed by the Governor in Council, these members constitute a Crown corporation, operating with funds voted by Parliament. Aside from the Chairman and Vice Chairman, members serve without remuneration. The Chairman is the chief executive officer.

The Council's research is carried out by staff based in Ottawa and by independent consultants working under contract. The present authorized staff strength is 65 person-years. Generally speaking, Council identifies areas of policy concern, authorizes exploratory studies, and then selects the most appropriate, specific policy studies. A major study (i.e., one requiring more than one year to complete) is normally conducted under the guidance of a study committee which includes a chairman and some members of the Council, plus outside experts if necessary. The use of such study committees provides more time for detailed scrutiny of the work than is available during the quarterly two-day meeting of Council as a whole. The staff and consultants under contract carry out the research and analysis and draft reports for discussion by appropriate committees and, in the case of formal policy reports, for subsequent submission to Council for its approval.

As of March 31, 1982, Council has five active study committees: Industrial Policies; Opportunities in Canadian Transportation; Science and the Legal Process; Computers and Communications — Information and Canadian Society; and Science and Education.

Publications

Publishing the results of its research program and conducting follow-up activities are the principal ways Council fulfils its mandate to increase public awareness of science and technology policy issues. Major policy documents that have the sanction of the entire Council are published as red-covered Council Reports. More technical material prepared during the course of a study in support of the policy documents is attributed to its authors and published as green-covered Background Studies. Council also publishes an annual statement by the Chairman on a current aspect of science policy; annual reports; annual reviews; and various "occasional papers". *Agenda*, a quarterly bulletin, reports on current Council work in science and technology policy.

Science Council publications are available from the Council's publication office at:

100 Metcalfe Street,
Ottawa, Ontario
K1P 5M1
Telephone: (613) 992-1142

Reading Room

The Council has a Reading Room on the 17th Floor at 100 Metcalfe Street which can be made available for the perusal of any material which has been authorized.

Access Procedures

All formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Science Council of Canada
Berger Building, 16th Floor
100 Metcalfe Street
Ottawa, Ontario
K1P 5M1
Telephone: (613) 996-7930

Class of Records

SCC-10
Research

Description: Research studies, background information and unpublished documents on the improved use of science and technology for socio-economic purposes. *Topics:* The eight provincial research organizations; *A Statement on the Urgent Need for Better Forest Management; Critical Problem Areas in Engineering Education in Canada; Of Needs and Opportunities for Developing the Aquaculture Industry in Canada;* industrial policies; *Science and Education*, a study on the health of science education in Canada; *Science and the Legal Process*; A Study on Opportunities in Canadian Transportation; *Planning Now for an Information Society: Tomorrow is Too Late.*

Social Sciences and Humanities Research Council

Background

The Social Sciences and Humanities Research Council of Canada (SSHRC) was created on June 29, 1977, by Act of Parliament. It began operations on April 1, 1978, and took over the programs previously administered by the Humanities and Social Sciences Division of the Canada Council. With the Medical Research Council and the Natural Sciences and Engineering Research Council, the Social Sciences and Humanities Research Council forms part of the three-member group which administers federal funds for university-based research.

The SSHRC is governed by a 22-member appointed Council chosen from the academic community and other major interest sectors of society. A 17-member Advisory Academic Panel drawn from Canadian universities is broadly representative of the various regions and disciplines.

Laws and Regulations

- *Government Organization (Scientific Activities) Act*
- *Social Sciences and Humanities Research Council By-laws*

Overall Responsibilities

The Council is primarily a grant-giving body whose funds are voted by Parliament. Its mandate, in the terms of Section 5 of the *Government Organization (Scientific Activities) Act*, 1976, is "to promote and assist research and scholarship in the social sciences and humanities; and to advise the Minister in respect of such matters relating to such research as the Minister may refer to the Council for its consideration."

To promote and assist Canadian research and scholarship in the social sciences and humanities, the Council has undertaken to:

- support such independent research as in the judgment of scholars will best advance knowledge;
- encourage research on subjects considered by the Council to be of national importance;
- facilitate communication among scholars in Canada and abroad, and stimulate dissemination of the results of research; and
- assist in and advise on maintaining and developing the national capacity for research.

In pursuit of these goals, the Council administers programs of fellowships for research training and support, and grants for research, international scholarly exchanges, scholarly publishing and conferences.

On January 14, 1982, Communications Minister Francis Fox announced that the Government of Canada had approved $11 million in new funding for the Council. The new funds will be used in support of three fundamental objectives: the development of Canadian studies; strategic themes of national interest; and the establishment of a solid and coherent basis for research in institutions all across Canada. Implementation of the new funding involves the allocation of $1 million to the 1981-82 budget and $5 million to the budgets of the two following years. In the autumn of 1983 the Council plans to submit to the government an assessment of the new directions taken by Council programs, along with projections for future years.

Publications

Informal access to all published material may be obtained by contacting the Council librarian, the Public Relations Officer or the Director of Information for the Council.

- Annual Report
- *Council Update* (newsletter)
- Workshop reports on proposed topics for strategic grants research
  - — "The challenge of research on Canadian communities"
  - — "The family and the socialization of children"
  - — "The human context for science and technology"
  - — "Language and literacy in Canada"
  - — "Women and the Canadian labour force"
- Program brochures and guidelines
  - — *Strategic Grants*
  - — *Fellowships*
  - — *Research Grants*
  - — *Research Communication*
  - — *International Relations*
- Reports
  - — *Aid to Scholarly Communication*
  - — *Canadian Archives*
  - — *Canadian Research in Education*
  - — *Canadian Scholarly Publishing*
  - — *Education Research in Canada*
  - — *Noble in Reason*
  - — *Research on Post-secondary Education in Canada*
  - — *University Management Education and Research*

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Secretary to the Council
Social Sciences and Humanities Research Council
255 Albert Street, 12th Floor
Ottawa, Ontario
K1P 6G4
Telephone: (613) 995-9330, ext. 235

Secretariat

The Secretariat promotes and assists research and scholarship in the social sciences and humanities. The Secretary manages the Council Secretariat and acts as Secretary to the Council, the Advisory Academic Panel, the Joint Liaison Committee with the Social Science Federation of Canada, the Canadian Federation for the Humanities, the Royal Society of Canada, and the liaison committee with CAGS-CAURA. The Secretary also maintains liaison with the provinces in the areas of Council's concern, organizes the annual out-of-town meetings of Council and acts as Access and Privacy Co-ordinator under the *Access to Information Act*. The Secretariat is assisted by administrative officers and support staff.

Class of Records

SSHRC-10
Secretariat Documents

Description: Official records and minutes of meetings held under the auspices of the Council.

SSHRC-20
Council Committees

Description: Information on the following Council committees – Executive, Audit, Program Development, Ad Hoc Committee on Ethics, Aid to Scholarly Communication; also Liaison Committees – Social Science Federation of Canada, Canadian Federation for the Humanities, Royal Society of Canada. *Topics:* Establishment; organization; functions; agendas; notices; minutes; reports; correspondence.

SSHRC-30
Committees of the Advisory Academic Panel

Description: Information on Advisory Academic Panel committees – Steering, Research Training, Research Support, Research Communication, Program Development, Programs of Aid to Scholarly Communication and Liaison. *Topics:* Establishment; organization; functions; agendas; notices; minutes; reports; nominations from learned societies and universities; membership; meetings; correspondence.

Information Division

The Information Division is responsible for public relations with government, universities and university scholars, the media and the general public; publication of the annual report, administrative information on fellowship and grant programs, reports of consultative groups, press releases and newsletters; preparation of official texts, speeches, etc.; and the administration of Public Awareness Grants.

Class of Records

SSHRC-40
Information

Description: Information, publications, public relations, public awareness grants. *Topics:* Annual report; newsletters; public relations (press releases, press clippings); history and background of Council; publications (reports of research, workshops); production of documents (application forms, brochures, guidelines, etc.); and Public Awareness Grants.

Planning and Evaluation Division

By analyzing the programs of the Council and monitoring the research climate in Canada, the Division is able to help share and direct the policies and plans of the Council and ensure equity and effectiveness in Council programs. Recent projects undertaken by the Division include:

- a review of the Council's Five-Year Plan (published in 1979);
- the development of programs on strategic themes through consultation with the scholarly community;
- co-ordination and state-of-the-art reviews of research in education and law prepared by task forces and associations at the Council's request;
- testing of a new methodology for evaluating the results of research support; and
- a survey of Doctoral Fellowship recipients.

Manuals

- *Guide on the Program Evaluation Function*
- *Principles for the Evaluation of Programs*

Classes of Records

SSHRC-50
Evaluation of Programs

Description: Information on effectiveness evaluations of programs undertaken by the Council. *Topics:* Evaluation assessments; surveys; studies and reports.

SSHRC-60
Program Statistics

Description: Statistics correlating the number of applications, the amounts of money requested, the number of awards made, and the amount paid out in awards with various data on the applicants – academic discipline, language of application, sex, province of residence, etc.

Research Grants Division

The Division administers programs of financial support for scholarly research in the humanities and social sciences. It adjudicates individual grant proposals, administers awards to successful applicants and provides funds directly to universities on a formula basis for small research and travel grants.

Manuals

- *Guide for Applicants*
- *Information and Instructions for Research Grant Adjudication Committees*

Classes of Records

SSHRC-70
Research Grants

Description: Individual case files for all applicants requesting a research grant.

SSHRC-80
Negotiated Program Grants

Description: Information on grants to universities on behalf of teams of researchers to carry out program research.

SSHRC-90
Major Editorial Grants

Description: Information on grants to universities on behalf of teams of researchers carrying out long-term editorial projects.

SSHRC-100
General Research Grants

Description: Information on requests for block funding to universities for small research and travel grants.

Strategic Grants Division

Strategic grants are given to institutions and individual scholars to provide assistance for research or other scholarly work on subjects of national importance. The two objectives of this program are the establishment of a basis of knowledge on identified social needs or problems, such as population aging, the family and the socialization of children, the human context of science and technology, and support for activities designed to help redress underdevelopment in specific areas in the humanities and social sciences. The latter include development of management research, aid to small universities and support for specialized collections in university libraries.

Manuals

- *Aid to Small Universities*
- *Population Aging*
- *Program of Support for Specialized Collections*
- *Canadian Studies*
- *Management Studies*

- *The Family and the Socialization of Children*
- *The Human Context of Science and Technology*
- *Identification of Themes*

Classes of Records

SSHRC-110
Population Aging

Description: Information on requests from individuals, institutions, or groups for grants in the area of Population Aging. *Topics:* Grant requests – Special Research Grants, Re-orientation Grants, Institutional Grants, Research Tools and Facilities Grants, Research Initiatives Grants, Post-doctoral Fellowships, Post-doctoral Renewal Fellowships. *Retrievability:* Files arranged by sub-program and individual request.

SSHRC-120
Family and Socialization of Children

Description: Information on requests from individuals, institutions or groups for grants in the area of Family and Socialization of Children. *Topics:* Grant requests – Research, Seed Money, Research Workshop. *Retrievability:* Files arranged by sub-program and individual request.

SSHRC-130
Canadian Studies Research Tools Program

Description: Information on requests from individuals, groups or institutions for grants to prepare finding aids for primary and secondary source materials in the field of Canadian Studies. *Retrievability:* Files arranged by individual request.

SSHRC-140
Small Universities Program

Description: Information on requests from universities which meet Council's eligibility criteria (fewer than 3,500 full-time students, and for federated and affiliated institutions, 50 miles from the senior university operating in the same language) for grants to help them develop their research potential.

SSHRC-150
Program of Support for Specialized Research Collections in University Libraries

Description: Information on requests from Canadian University libraries for grants to improve library collections which are considered as having national or regional significance for research in a particular area. *Topics:* Regular program; fleeting opportunities. *Retrievability:* Files arranged by individual request.

SSHRC-160
Development of Management Studies

Description: Information on requests from individuals or organizations for grants to help them develop or improve the research capacity in the field of Management, Business and Administrative Studies, including Public Administration. *Topics:* Grant requests – Research, Seed Money, Research Seminars, Research Workshops, Doctoral Completion Fellowships, Management Re-orientation Fellowships. *Retrievability:* Files arranged by individual request.

SSHRC-170
Human Context of Science and Technology

Description: Information on requests from individuals, institutions or groups for grants in the area of the Human Context of Science and Technology. *Topics:* Grant requests – Research, Seed Money, Research Workshops. *Retrievability:* Files arranged by sub-program and individual request.

Research Communication Division

This Division is responsible for grants awarded for the following purposes: aid to learned journals; aid to occasional scholarly conferences; aid to scholarly publication; and aid to learned societies.

Manuals

- *Aid to Learned Journals in the Social Sciences and Humanities*
- *Program of Aid to Occasional Scholarly Conferences in Canada*
- *Financial Administration Manual, SSHRC*

Class of Records

SSHRC-180
Grant Assistance

Description: Information on grants given to universities or learned societies to provide partial travel and subsistence costs of participants in scholarly conferences; grants to help with publication costs of learned journals produced by learned societies, groups of scholars, research institutions and universities in the social sciences and humanities; annual block grants administered by the Canadian Federation for the Humanities and the Social Science Federation of Canada; and grants to learned societies to cover the following costs: attendance at annual meetings (travel expenses) and infrastructure (administration of societies).

Fellowships and International Relations Division

This Division is responsible for Fellowships — scholarships and fellowships for research training and independent research which will develop the national capacity for research by developing highly qualified manpower; and for International Relations — grants to encourage international co-operation between Canada and foreign scholars and to make the work of Canadian scholars better known abroad.

Manuals

- *Screening and Coding Instructions*
- *Operations Manual*
- *Application and Adjudication Procedures*

Classes of Records

SSHRC-190
Fellowships

Description: The Fellowship records include:

- application dossiers for Canadian university professors on sabbatical leave engaged in some form of creative research in the humanities and social sciences, who have applied for financial support under the Leave Fellowship program;
- application dossiers for Canadian students seeking financial assistance who have completed one year of graduate studies beyond the honours B.A. or its equivalent and who are registered in a program of studies leading to a Ph.D. or its equivalent in the humanities or social sciences;
- application dossiers for Doctoral Fellowship holders applying for a second or third year of support;
- application dossiers for Canadian citizens and permanent residents who have been awarded an earned doctoral degree by a recognized university in the period since September 30, 1979 (or who will have fulfilled all the requirements for a doctorate before the fellowship

period) and who intend to engage in full-time post-doctoral research for 12 months while affiliated with a recognized university or research institution;

- application dossiers for Post-doctoral Fellowship holders applying for a second year of support;
- application dossiers for Canadian students who are in the final year of an honours B.A. program or its equivalent at a Canadian university and have not yet started a master's program and are nominated by a faculty member of a Canadian university;
- fellowships offered to students selected from Special M.A. Scholarship applicants who wish to pursue a master's degree in Canadian studies; and
- application dossiers for scholars of proven ability who are prepared to devote themselves full-time for at least eight months to "research and writing on the history, role and functions of the Crown and Governor General in a parliamentary democracy."

SSHRC-200

International Relations

Description: The International Relations records include:

- application dossiers for grants intended to encourage Canadian scholars to participate in scholarly exchange at major international meetings;
- application dossiers for grants to Canadian scholars who are members of international scholarly organizations for travel to management and policy meetings of these organizations;
- application dossiers for grants to encourage Canadian scholars to collaborate with scholars in other countries on research projects of mutual interest;
- application dossiers for grants to provide assistance for a limited period to a small number of international organizations for their secretariats while they are located in this country;
- application dossiers for grants to assist Canadian scholars organizing the international congress of a major recognized international scholarly organization whose principal objective is the furtherance of advanced research in a discipline in the humanities or social sciences;
- application dossiers for grants intended to help Canadian scholars in the humanities and social sciences to diversify their contacts with the international scholarly community through contact with distinguished foreign scholars;
- application dossiers for grants which are intended to assist in attaining international recognition for Canadian scholarship;
- application dossiers for grants under an agreement signed by the Council and the *Centre national de la recherche scientifique* (SNRS) to facilitate co-operation between French and Canadian scholars on research programs of common interest;
- application dossiers for grants under an agreement signed by the Council and the Chinese Academy of Social Sciences (CASS) providing annually for the exchange of scholars to conduct research and give lectures;
- application dossiers for grants under an agreement signed by the Council and the Academy of Sciences of the USSR providing for the exchange of up to 10 scholars annually to conduct research and give lectures;
- application dossiers for grants under an agreement signed by the Council and the Japan Society for the Promotion of Science providing annually for the exchange of one or two senior scholars to lecture and meet with scholars in their fields and one junior scholar to conduct research under the supervision of a host scholar;
- application dossiers for grants under an agreement signed by the Council and the Academy of Sciences of Hungary providing annually for the exchange of senior scholars to lecture and meet with scholars in their fields and of one post-doctoral scholar to conduct research under the supervision of a host scholar;
- application dossiers for two scholarships offered to French citizens in the "Awards to Foreign Nationals" program who wish to undertake graduate studies in a Manitoba university;
- application dossiers from Russian researchers for financial assistance under a cultural exchange agreement entered into by the Department of External Affairs and the USSR;
- application dossiers for scholarships to French nationals under a cultural exchange agreement entered into by the Department of External Affairs and France;
- application dossiers for scholarships and fellowships offered to nationals of other countries under a cultural exchange agreement entered into by the Department of External Affairs and other countries;
- application dossiers for scholarships to lecturers and students under a cultural exchange agreement entered into by the Department of External Affairs and the People's Republic of China; and
- application dossiers for special projects of international scholarly interest funded under special authorization of the Council's president.

Background

The Standards Council of Canada (SCC) was established in 1970 by Act of Parliament "to foster and promote voluntary standardization" in Canada " as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade and furthering international co-operation in the field of standards."

Overall Responsibilities

The Council carries out its task through the National Standards System (NSS), a federation of accredited independent organizations concerned with standards-writing, certification and testing co-ordinated by the SCC. The System was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It was designed to provide a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Council ensures effective Canadian participation in the work of the International Standardization Organization (ISO), the International Electrotechnical Commission (IEC) and any other similar international organizations engaged in the formulation of voluntary standards. Both of these international agencies have as their objective the development of standards, with a view to facilitating international exchange of goods and services. ISO work is concerned with standardization in many disciplines except for the electrotechnology field which is IEC's responsibility.

General Information

The Council operates a Standards Information Service (SIS) which assists users of standards in identifying the existence of standards documents they may require; it also identifies the organizations responsible for publishing them and advises where and how standards documents may be purchased or procured. The Service is a co-operative venture of the Standards Council of Canada and the five accredited standards writing organizations of the National Standards System.

The Standards Information Service can be reached by writing to:

Standards Council of Canada
Standards Information Service
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (Toll Free) 1-(800)-267-8200

Access Procedures

Formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Standards Council of Canada
350 Sparks Street
Ottawa, Ontario
K1R 7S8
Telephone: (613) 238-3222

National Standardization Branch

The Branch assesses, and recommends for accreditation, organizations engaged in standards writing, testing and certification. It co-ordinates voluntary standardization activities among standards-writing organizations, and maintains liaison with federal and provincial government authorities in the field of standardization. The Branch also reviews standards for acceptance as National Standards of Canada, and co-ordinates the implementation of international standards in Canada. It also co-ordinates the metric conversion of standards. The Branch co-ordinates Canadian participation on International Standardization Organization for policy committees for certification (ISO-CERTICO), International Standardization Organization Standardization for Consumer Policy (ISO-COPOLCO), and the International Laboratory Accreditation Conference (ILAC).

Manuals

- *Criteria and Procedures for Accreditation of Standards-Writing Organizations*
- *Criteria and Procedures for the Preparation and Approval of National Standards of Canada*
- *Criteria and Procedures for Accreditation of Certification Organizations*
- *Criteria and Procedures for Accreditation of Testing Organizations*
- *Preparation and Submission of Standards for Approval as National Standards*
- *Conversion of Standards, Expression of Measurement, Identification of SI Standards*
- *Procedures for Canadian Adoption of International and Foreign Standards*
- *Procedures for the Recognition of Primary Responsibility for Subject Areas*
- *Guide on Referencing the Verification of Conformity in Standards*
- *Supplementary Procedures for Developing Quality Assurance Documents*
- *Procedures for Liaison with Government Master Construction Specification Organizations*
- *Guidelines for the Implementation of the Standards Council of Canada Program for Accreditation of Certification Organizations*
- *Manual of Procedures for Canadian Participation in International Standardization Organization Certification (ISO-CERTICO)*
- *Manual of Procedures for Canadian Participation in International Standardization Organization for Consumer Policy (ISO-COPOLCO)*

Classes of Records

SSC-10
Metric Conversion of Standards

Description: Information on the SI standards conversion program. *Topics:* Metric Commission steering and sector committees; federal and provincial government conversion committees; advisory committee; non-Canadian standards conversion activities; metrication – policy inquiries, weights and measures, articles and publications; screening for proper SI usage.

SSC-20
Certification and Testing

Description: Information on Council programs for the accreditation of products and services to determine conformity of standards, participation on International Standardization Organization Certification (ISO-CERTICO) and International Laboratory Accreditation Conference (ILAC). *Topics:* Accreditation of certification organizations; accreditation of testing organizations; advisory committees; quality assurance; calibration of test equipment.

SSC-30
Standards Activities

Description: Information on Council standards activities. *Topics:* Advisory committees; accreditation of standards-writing organizations; co-ordination of voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison – organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization.

Education and Information Branch

The Branch develops, recommends and implements national information programs to communicate to the public at large and the technical, business and industrial communities in particular, information on standards and their application, standardization activities and the developments taking place within the National Standards System of Canada. The Branch operates a national centre for information on standards and standards documents; is the Canadian inquiry point required by the General Agreement on Tariffs and Trade (GATT), and the Agreement on Technical Barriers to Trade; and functions as Canadian member of the International Standardization Organization Information Network (ISONET).

Classes of Records

SSC-40
Standards Information

Description: Information on national, regional, foreign and international standards, technical regulations, certification systems and other matters related to standardization. *Note*: The Branch maintains computerized databases containing bibliographic data on Canadian standards and standards referenced in federal government regulations which are used to produce directories for sale to the public.

SSC-50
Public Relations

Description: Information on communications with the media, publication of periodicals and information documents, development of audiovisual material and participation in commercial exhibitions and trade fairs. *Topics:* Films; press releases and press monitoring; promotions and advertising; publications and periodicals; responses to information requests.

International Standardization Branch

The Branch is responsible for ensuring the effective Canadian participation in the work of the International Standardization Organization (ISO), the International Electrotechnical Commission (IEC) and other international standardization organizations, and that this participation meets the national need. It also assists the National Standardization Branch in the harmonization of international standards with Canadian standards, and the implementation of international standards in Canada.

Manuals

- *Criteria for Canadian Voting on Draft International Standards*
- Harmonization of Canadian National and Canadian International Standards work and management of committees involved in harmonization work
- *Responsibilities and Procedures for the Canadian National Committee of the International Electrotechnical Commission*
- *Responsibilities and Procedures for the Canadian National Committee of the International Standardization Organization*

Classes of Records

SCC-60
International Standardization Organization

Description: Information on Canadian participation in technical committee work of the International Standardization Organization to promote the development of international standards, to facilitate international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. *Topics:* Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

SSC-70
International Electrotechnical Commission

Description: Canadian technical committee participation in the work of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and unification of national electrotechnical standards. *Topics:* Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation.

Background

The Tariff Board was established by the *Tariff Board Act* in 1931. It is both an independent commission of inquiry into matters of tariff and trade and a quasi-judicial court of appeal under the *Customs Act*, *Excise Tax Act*, *Anti-dumping Act* and *Petroleum Administration Act*.

Overall Responsibilities

In its role as a commission of inquiry, the Board undertakes specific trade studies at the request of the Minister of Finance. Its recommendations on rates of duty and changes in the tariff structure are used by the government in preparing budgets or changes in tariff or excise tax legislation.

In its role as a court, the Board hears appeals resulting from final decisions made by the Deputy Minister of National Revenue for Customs and Excise on tariff classification, valuation of goods for customs purposes and federal sales tax. The Board's powers were recently extended to include the hearing of appeals on charges levied on exports of petroleum and petroleum products.

The Board itself does not initiate inquiries. These are undertaken as a result of a reference from the Minister of Finance. In conducting an inquiry, the Board's staff of economists and statisticians is assigned the task of gathering and analyzing data. Meanwhile, the Board invites the submission of briefs and holds regional public hearings at which the views of importers, manufacturers and consumers can be heard.

During the course of an inquiry the Board may publish and distribute background papers and analytical material to encourage informed discussions of the subject under review. Confidential information on prices, costs or other data is frequently provided to the Board in the course of inquiries, and is treated in strictest confidence. The *Tariff Board Act* states that such information "shall not be made public in such manner as to be available for the use of any business competitor or rival." On completion of the inquiry, a report is prepared containing the Board's conclusions and recommendations on rates of duty, the wording of tariff items and any other matters referred to the Board in the Minister's letter of reference. The report is printed and forwarded to the Minister of Finance. At this point it becomes a public document which can be obtained by any interested person.

Access Procedures

Formal inquiries under the *Access to Information Act* should be addressed to:

Access to Information Co-ordinator
Tariff Board
Journal Building
South Tower, 21st Floor
365 Laurier Avenue West
Ottawa, Ontario
K1A 0G7
Telephone: (613) 996-8541

Appeals Branch

This Branch is responsible for all Appeals to the Board. In its role as a court of appeal, panels of three members of the Board hold public hearings and render decisions on certain final rulings made by the Deputy Minister of National Revenue for Customs and Excise, as described below.

- An appeal to the Board may be made from a final decision of the Deputy Minister on tariff classification or value for duty under section 47 of the *Customs Act*.
- A decision of the same Deputy Minister on the normal value of goods may be appealed to the Board under section 19 of the *Anti-dumping Act*.
- The Board may declare what rate of federal sales tax is payable on an article or on transportation by air, or that the article or transportation by air is exempt from tax under the *Excise Tax Act*.
- The Board may also declare whether any charge is payable or as to the amount of the charges payable on the exportation of any oils or any petroleum or petroleum products under the *Petroleum Administration Act*.

On any appeal the Board hears the parties and then prepares a written declaration stating what classification or value for duty is applicable to the specific goods under appeal; or what rate of federal sales tax is payable; or that the goods are exempted from tax. A declaration of the Tariff Board is final and conclusive subject only to appeal to the Federal Court of Canada on any question of law.

Although many appellants are represented at a hearing by counsel or by a customs consultant, an appellant may conduct his or her own case. The rules of the Board are informal in order to keep it a court of easy access. The Board publishes *An Informal Guide for Parties in Appeals Before the Tariff Board*, which is available without charge from the Secretary. Appeals are heard in the Board's courtroom in Ottawa, and from time to time, in major cities in Western Canada and the Atlantic provinces.

Any person who has an interest in a subject under appeal before the Board may appear at the hearing as an intervenant and be heard.

There are no court costs or charges for a Tariff Board hearing.

Reference Branch

This Branch is responsible for economic inquiries on imports. At the request of the Minister of Finance it carries out such inquiries on matters affecting the trade of Canada, invites the submission of briefs and holds public hearings at which the views of importers, manufacturers and consumers can be heard. It also hears petitions from Canadian producers requesting safeguard action in respect of imports under the General Preferential Tariff. The Board is usually directed to recommend appropriate levels of duty and tariff nomenclature in its report to the Minister, which must, by law, be tabled in Parliament. Its recommendations are used by the government in making amendments to Schedule A of the *Customs Tariff Act* and the *Customs Act*.

Class of Records

TB-10
Economic Inquiries

Description: Information on specific trade and tariff studies by the Reference Branch at the request of the Minister of Finance. *Topics:* Technical inquiries – liaison with importers, producers and federal and provincial government departments.

Tax Review Board

Overall Responsibilities

The duties of the Board are to hear and dispose of appeals on matters arising under the *Income Tax Act*, the *Canada Pension Plan*, the *Estate Tax Act* and any other Act of the Parliament of Canada which provides for an appeal to the Board.

Access Procedures

Please direct formal requests under the *Access to Information Act* to:

Access to Information Co-ordinator
Tax Review Board
381 Kent Street, Room 314
Ottawa, Ontario
K1A 0M1
Telephone: (613) 995-9045

Manuals

- Annual Report
- *Tax Review Board — Rules of Practice and Procedure*

Classes of Records

TRB-10
Appeals

Description: Information on appeals filed under Section 169 of the *Income Tax Act*, Section 25 of the *Estate Tax Act*, and Section 31 of the *Canada Pension Plan*. *Topics:* Notice of Appeal; reply to Notice of Appeal; decision and reasons. *Retrievability:* Files arranged by name of individual.

TRB-20
Application for Time Extension

Description: Information on applications for time extension filed under Section 167 of the *Income Tax Act*. *Topics:* Notices of Appeal; Notices of Objection. *Retrievability:* Files arranged by name of individual.

TRB-30
Application for Determination

Description: Information on the determination of a question of law, fact, or mixed law and fact, arising out of one and the same transaction or occurrence or series of transactions or occurrences which are common to assessments or proposed assessments in respect of two or more taxpayers, posed by the Minister of National Revenue under Section 174 of the *Income Tax Act*. *Retrievability:* Files arranged by name of individual.

Anti-Inflation Appeal Tribunal

The Tribunal hears and disposes of appeals filed against Orders given by the Administrator under the *Anti-Inflation Act*.

Manual

- *Anti-Inflation Appeal Tribunal Rules of Procedures*

Class of Records

TRB-40
Appeals

Description: Information on appeals filed under Section 30 of the *Anti-Inflation Act* by companies or employees, who could be represented by their unions. *Topics:* Price controls; wage controls.

Textile and Clothing Board

Overall Responsibilities

The Textile and Clothing Board is an independent body created by Act of Parliament in May, 1971 to conduct inquiries to determine if imports of textile and clothing goods are causing or threatening serious injury to Canadian production; to examine adjustment plans of the producers affected; to recommend to the Minister of Regional Industrial Expansion when special measures of protection against imports should be applied; and to monitor the effects of these measures. The Board also certifies the eligibility of laid-off workers in the textile and clothing industries to apply for benefits under the *Adjustment Assistance Benefit Regulations*. Administrative support for the Board is provided by the Department of Regional Industrial Expansion.

Access Procedures

All formal requests under the *Access to Information Act* should be directed to:

Access to Information Co-ordinator
Textile and Clothing Board
235 Queen Street
First Floor, West
Ottawa, Ontario
K1A 0H5
Telephone: (613) 993-6336

Classes of Records

TCB-10
General and Service Information

Description: General information, opinions and data submitted to the Board by individuals, associations, firms, governments and other interested parties. *Topics:* Board reports; correspondence; minutes of Board meetings; background information on the operations and activities of the Board.

TCB-20
Legislation and Treaties

Description: Information on the operations of the Textile and Clothing Board and its relationship with other federal government agencies. *Topics:* Textile and Clothing Board; Anti-dumping Tribunal; export-import permits; customs (tariff); Tariff Board; arrangements for international trade in textiles.

TCB-30
Commodities, Industries and Markets

Description: Information on apparel and textile products, and the industry sub-sectors and firms which produce and market these products. *Topics:* Market tables; imports; exports; domestic production; employment; investment; briefs submitted to the Board; Textile and Clothing Board – inquiries and reviews.

Yukon Territory Water Board

Background

The Yukon Territory Water Board is a nine-member quasi-judicial body appointed by and responsible to the Minister of Indian Affairs and Northern Development. Its responsibility is to manage and protect the Yukon's surface water resources.

Three of the nine appointed members are chosen officials from three federal government departments with specific interests in protecting the water resources in the Yukon. These departments are Indian Affairs and Northern Development Canada, Environment Canada, and Health and Welfare Canada. Of the remaining six members, three are nominated (for appointment by the Minister) by the government of the Yukon Territory. The remaining three are appointed at the discretion of the Minister; this selection procedure ensures that the Board is representative of Yukoners in general. The Chairman of the Board is appointed by the Minister, usually for a term of one year.

Laws and Regulations

The Northern Inland Waters Act passed by Parliament in 1970 and the Regulations approved by Government in Council in 1972 comprise the legal authority under which the Yukon Territory Water Board (and its counterpart in the Northwest Territories), fulfils its mandate.

Overall Responsibilities

Under the authority of the *Northern Inland Waters Act*, the Board regulates the use of water by issuing two types of permits: the Water Use Licence and the Water Use Authorization.

Water Use Licences are issued for hard rock mining hydrogeneration, municipal use in some cases, placer gold mining and other industrial purposes. A licence application received by the Board is reviewed at a public hearing which is advertised in the Canada Gazette and the local newspapers. At the hearing the applicant presents his case before the Board; in addition, members of the public who have submitted written Notice of Intention to Intervene before the hearing may present arguments for or against the issue of a licence to the applicant.

If no intervenors come forward before the date set for the public hearing, it is cancelled, the Board considers the application without public input, and a licence is either issued or denied. If a hearing is held, the Board may draft a licence setting terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. The licence is then sent to the Minister whose signature renders it legally effective.

Water Use Authorizations permit water use without a licence under the following conditions:

- the quantity of water used is less than 50,000 gallons per day;
- duration of water use is less than 270 days;
- water is used by unincorporated settlements and camps for domestic purposes, for placer gold mining operations or for water engineering, subject to the two limitations above.

The Regional Manager Water Resources, Yukon Region, Department of Indian and Northern Affairs, enforces the terms and conditions for both Water Use Licences and Authorizations. The Manager and his staff also serve as technical advisors to the Board.

Access Procedures

Formal requests under the *Access to Information Act* should be addressed to:

Chairman
Yukon Territory Water Board
200 Range Road
Whitehorse, Yukon
Y1A 3V1
Telephone: (403) 668-5151

Classes of Records

YTWB-10
Water Use Register

Description: Official Water Use Register. *Topics:* Water Use Licences and related documents; applications for licence; supporting documents, including engineering and design plans, construction schedules, as-build drawings, technical submissions, etc.; correspondence between the Board and the applicant; Reasons for Decision and terms and conditions of the issued licence; and Water Use Authorizations.

YTWB-20
Water Use Application File

Description: Application forms describing the project, proposed water use, correspondence between the Board and applicant, etc.

YTWB-30
Licence Files

Description: Correspondence and other information on licences issued in addition to that contained in the Water Use Register, such as documentation on the monitoring programs, compliance with licence terms and miscellaneous.

Standard Classes of Records

The following Section describes the subject matter of certain records which are common to most federal departments and agencies, including such matters as personnel, finance, purchasing and property control, materiel management and central services. Individuals seeking access to these standard classes of records should select particular topics and forward their access requests to the government institution whose programs and records are of primary interest.

Classes of Records

COM-83-10
Administration

Description: Administration generally; accidents generally, motor vehicle accidents; agreements; appreciation, complaints and inquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours.

COM-83-20
Acts and Legislation

Description: Acts and legislation - general, departmental, federal, foreign and provincial.

COM-83-30
Administrative and Management Services

Description: Administrative and management services generally; correspondence management; duplication services; Electronic Data Processing; forms management; information services; legal services; library services; mail, messenger and postal services; management services, records management, security services, telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services.

COM-83-40
Co-operation and Liaison

Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels.

COM-83-50
Buildings and Properties

Description: Buildings and properties generally, accommodation, accounting and inventories, planning and requirements, reports and statistics.

COM-83-60
Buildings

Description: Buildings generally, acquisition, alterations and repairs, construction, contracts, damages, disposal, fires and fire prevention, and maintenance.

COM-83-70
Lands

Description: Lands generally, acquisition, concessions, development, disposal, fencing, flood control, landscaping, parking areas, roads, streets and sidewalks.

COM-83-80
Utilities

Description: Utilities generally, air conditioning, electric power, water and sewage, garbage disposal, gas and oil, heating, lighting, plumbing and ventilation.

COM-83-90
Equipment and Supplies

Description: Equipment and supplies generally, accountability and inventories, catalogues, clothing, disposal and surplus, food, forms, fuels, laboratory, loans, maintenance and repairs, price lists and stationery.

COM-83-100
Furniture and Furnishings

Description: Furniture and furnishings generally, beds and bedding, chesterfields and sofas, drapes, filing cabinets, household and office furniture and furnishings, and pictures.

COM-83-110
Office Appliances

Description: Office appliances generally, calculators, data processing hardware, duplicating equipment, photographic and microfilming equipment, recorders and typewriters.

COM-83-120
Procurement

Description: Procurement generally, contracts, local purchase orders, procedures and regulations, requisitions and standing offer agreements.

COM-83-130
Vehicles

Description: Vehicles generally, air, land and water, insurance, maintenance and repairs, operating standards, registration and licences.

COM-83-140
Finance

Description: Finance generally, agreements and arrangements, allotments and transfers, allowances, banks and banking, cheques, claims, contracts, currency, encumbances, expenditures, fees, funds, revolving funds and working capital advances, grants, signing authorities, taxes and travel allowances and expenses.

COM-83-150
Accounts and Accounting

Description: Accounts and accounting generally, cash accounts, accounts payable, accounts receivable and standing advances.

COM-83-160
Audits

Description: Auditor General reports and internal audit reports.

COM-83-170
Budgets

Description: Budgets generally, estimates and supplementary estimates and program forecasts.

COM-83-180
Personnel

Description: Personnel generally, accidents and injuries, appointments, attendance, awards and honours, Corps of Commissionaires, establishment, hours of work and overtime, leave and holidays, promotions and reclassifications, regulations and directives, reports and statistics, retirements and separations.

COM-83-190
Classification of Positions

Description: Classification generally, audits, category and group, individual positions and standards.

COM-83-200
Employment and Staffing

Description: Employment and staffing generally, applications, casual and term employees, competitions, programs, recruitment, requests for staffing action, and summer students.

COM-83-210
Human Resources

Description: Human resources generally, career management, inventories, performance appraisal, reports and statistics, requirements and utilization.

COM-83-220
Occupational Health, Safety and Welfare

Description: Occupational health, safety and welfare generally, counselling, health units, medical examinations, nursing services, recreation and sports, and surveys.

COM-83-230
Official Languages

Description: Official languages generally, identification and designation of bilingual positions, Language Requirements Program, recruitment, and replacements.

COM-83-240
Pensions and Insurance

Description: Pensions and insurance generally, superannuation plans, Canada Pension Plan, Quebec Pension Plan, reciprocal transfer agreements, federal, provincial and private hospital and medical insurance plans, Death Benefit Plan, Disability Insurance and Unemployment Insurance Plans.

COM-83-250
Salaries and Wages

Description: Salaries and wages generally, acting pay, deductions, pay rates, pay system; performance and senior merit pay, regulations, salary revisions and severence pay.

COM-83-260
Staff Relations

Description: Staff relations generally, adjudication, bargaining agents, collective agreements and interpretations, discipline, grievances, managerial and confidential exclusions and union relations.

COM-83-270
Training and Development

Description: Training and development generally, attendance, course content, course evaluations, individual courses, language training, nominations, plans, schedules and directives, and types of courses.